



Fundraising Manager – Individual Giving

The Etobicoke Humane Society requires a Volunteer Fundraising Manager – Individual Giving.

The Fundraising Manager – Individual Giving is responsible for planning and implementing activities to maximize opportunities for individuals to contribute to the EHS Mission.

The time commitment for this volunteer position is 5 hours per week. Most work can be completed remotely, however, presence on site at the shelter will be required from time to time.

Primary Duties and Responsibilities

- Manages and grows a portfolio of entry to mid-level individual supporters and execute proven stewardship strategies that result in supporter retention.
- Develop and execute an individual giving plan with a 3 – 5 year horizon.
- Develop and implement stewardship strategies that strengthen long-term relationships with individual donors.
- Develop strategies to increase EHS memberships.
- Develop strategies to encourage legacy gift giving.
- Implement acknowledgment and recognition procedures for individual gifts.
- Develop best practices for stewardship planning & operation.
- As needed, plan, manage and execute meetings and events that advance donor involvement, cultivation and stewardship.
- Work with executives, fundraising team, and marketing team to ensure consistency among various stewardship materials.

Personal/ Professional Characteristics

- Excellent organizational skills, detail oriented.
- Excellent written and verbal communication skills.
- Collegial, collaborative style.
- Knowledge of principles and techniques relevant to major gift fundraising.
- Knowledge of individual donor needs and perceptions.
- Good decision-making skills, tactful, good listener, willingness to search out answers, ability to recognize when others need to be involved in activities or decisions.
- Creativity, curiosity, sense of humour, high energy level, and an enthusiasm for meeting and working with a wide range of individuals.

Qualifications

- College diploma/ University degree.
- Minimum of 2 years experience in fundraising or an equivalent client-focused environment.
- Prior experience with donor databases and prospect tracking systems.
- Prior experience with cultivation and recognition events.
- Prior experience working in a staff capacity for volunteers and executives.

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www.etobicokehumanesociety.com

About us:

www.etobicokehumancesociety.com/about-us/

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