

Coordinator – Events & Fundraising

Are you looking to help organize and execute exciting community events focused on raising funds and awareness for the Humane Society? Do you love building stronger connections within the community? Do you want to play an impactful and meaningful role in building a more humane community for people and pets? Come join us as our new Coordinator, Events & Fundraising!

We are seeking an experienced and energetic individual to develop and execute a wide range of events and fundraising campaigns. The Coordinator will continue building and growing a portfolio of events, and third party fundraising campaigns in support of the Humane Society of Kitchener Waterloo & Stratford Perth's strategic priorities.

Reporting to the Manager, Events & Partnerships the ideal candidate will have a proven track record in fundraising, event planning, and relationship building. The successful individual serves as an integral part of the Development Team while growing our fundraising and event portfolios.

Our ideal candidate must be highly organized, self-motivated and be a strong relationship builder. You will have a proven background in managing events, assisting in third party fundraisers, and developing community partnerships resulting in new fundraising initiatives for the Humane Society of Kitchener Waterloo & Stratford Perth.

What you will be doing:

- Manage and expand a portfolio of events, giving campaigns, third party fundraisers, contests and raffles.
- Encourage and work with a variety of businesses and community groups to organize third party events and campaigns.
- Assist and support event volunteers, providing leadership and guidance.
- Create and foster new community partnerships and fundraising opportunities.
- Assist in developing effective event marketing strategies.
- Work with a variety of online fundraising and event management software.

Who You Are:

- You thrive in a fast-paced environment, and can excel at any challenge thrown your way!
- You love to network, meet new people and tell stories about the amazing work being done by the organization you work for. Your excitement is contagious!
- You have experience with event management and fundraising campaigns.
- Your work inspires creativity and collaboration, builds strong relationships with internal and external stakeholders, and creates value.
- You are experienced in developing strong event and fundraising plans.
- You can speak to specific successes in securing sponsorship.
- You are a self-starter who is energetic, innovative, collaborative and team-oriented.
- **You hold a valid Ontario driver's license and have access to a reliable vehicle.**
- **You have a university degree or college diploma, or an equivalent combination of work experience and professional development.**

The Perks:

- Salary of \$38,000-\$45,000 annually
- Three weeks' vacation annually
- Comprehensive health and dental benefits
- Organization pension matching program
- Employee Assistance Program
- Flexible work schedule
- Access to staff pet food program (discounted retail prices)
- Access to staff veterinary services program
- An environment always filled with adorable animals
- Bring your pet to work OR enjoy others pets while you work!

If this role is calling your name, we look forward to hearing from you! Please submit your resume and cover letter through Indeed.

To view a full job description for this position, please visit our website
<https://kwsphumane.ca/careers>

The Humane Society warmly welcomes applications from people of all backgrounds and groups. We are committed to a culture of inclusivity and collaboration that celebrates diverse perspectives and voices.