



## **Coordinator, Events & Fundraising**

Are you looking to help organize and plan exciting fundraisers with our communities 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 fundraising campaigns and assist with diverse community events. The Coordinator will continue building and growing a portfolio of community connections for the purposes of 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 and relationship building. Sales experience could also be an asset. Our ideal candidate must be highly organized, self-motivated and be a strong relationship builder. The successful individual serves as an integral part of the Development Team while growing our fundraising and event portfolios.

### **What you will be doing:**

- Manage and expand a portfolio of community 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.
- Build leads and connections for external community and individual fundraisers.
- Assist and support fundraising 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, as well as sales.
- Your work inspires creativity and collaboration, builds strong relationships with internal and external stakeholders, and creates value.
- 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:**

- Annual salary of \$38,000-\$45,000
- Three weeks' vacation annually
- Comprehensive Health & Dental benefits
- Company RRSP Matching
- Employee Assistance Program
- Access to staff pet food program (discounted retail prices)
- Access to staff veterinary services program
- An environment always filled with adorable animals

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

The full job description is available at <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.

We thank all candidates for their applications; however only those selected for an interview will be contacted.