



## **Development Officer – Stratford and Perth**

The Humane Society of Kitchener Waterloo & Stratford Perth is a leading animal welfare organization dedicated to improving the lives of animals and the people who care for them. For nearly a century, the Humane Society has been a trusted community resource, providing animal sheltering and adoption, veterinary care, education, animal control, and a growing range of programs that help keep people and pets together.

As a community-supported charity, the Humane Society depends on the generosity of donors, sponsors, volunteers, and community partners to deliver its life-changing work. Every contribution helps provide animals with compassionate care, supports accessible services for pet owners, and strengthens the bond between people and animals.

### **Position Summary**

Joining the Humane Society means becoming part of a passionate team where fundraising directly translates into better outcomes for animals and the communities they call home. The Development Officer will have the opportunity to build meaningful relationships with donors and partners and help inspire the community to invest in a more compassionate future for animals. Reporting to the Director of Development, the successful candidate will focus on driving revenue and stewarding relationships, as well as seeking alternate revenue sources within Stratford and surrounding Perth townships.

This role will be remote with occasional requirements to report to our Stratford location. You will be expected to be working in the community to develop new and steward existing relationships.

### **Key Responsibilities**

- Develop and maintain strong relationships with donors, sponsors, foundations, and community partners.
- Research and identify prospective individual, corporate, and foundation donors.
- Support the development and implementation of annual fundraising and donor-engagement plans and targets.
- Prepare compelling grant proposals, letters of inquiry, sponsorship packages, and funding reports.
- Coordinate donor communications, acknowledgements, stewardship activities, and recognition.
- Assist with fundraising campaigns, special events, and community engagement initiatives.
- Maintain accurate donor records and fundraising information in the organization's database.
- Track fundraising activities, deadlines, results, and performance indicators.
- Prepare reports and briefing materials for senior leadership and the Board as required.
- Collaborate with communications and program teams to develop fundraising materials and impact stories.

- Stay informed about relevant funding opportunities, philanthropic trends, and community priorities.
- Perform other duties related to fundraising and development as required.

## Qualifications

- Post-secondary education in fundraising or sales, communications, business, nonprofit management, or a related field.
- **2–4 years of experience** in fundraising, development, donor relations, grant writing, or a related area.
- Strong written and verbal communication skills.
- Demonstrated ability to build and maintain professional relationships.
- Experience preparing grant proposals, sponsorship materials, or fundraising communications.
- Proficiency with Microsoft Office and donor/fundraising databases or CRM systems. Raiser's Edge would be an asset.
- High level of professionalism, discretion, and attention to detail.
- Ability to work independently while contributing effectively to a collaborative team.

## The Perks

- Annual Salary of \$62,000 - \$75,000
- Comprehensive Health & Dental benefits
- Company RRSP Matching
- Employee Assistance Program
- Opportunities for professional development and growth.
- Access to staff pet food program (discounted retail prices)
- Access to staff veterinary services program
- An environment always filled with adorable animals.

## To Apply

Please send your resume and cover letter to [hr@kwsphumane.ca](mailto:hr@kwsphumane.ca)

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.

The Humane Society is committed to an inclusive, barrier-free work environment. We will provide reasonable accommodation to applicants with disabilities upon request. Please let us know if you require support at any stage of the recruitment process by contacting our Human Resources team at [hr@kwsphumane.ca](mailto:hr@kwsphumane.ca).

We do not use artificial intelligence or automated decision-making to screen or select candidates for this position. All applications are reviewed by our recruitment team.

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

This role is a current vacancy.