



POSITION DESCRIPTION

POSITION TITLE:	Major Gifts & Campaigns Officer
REPORTS TO:	Director, Development or Designate
SUPERVISES:	Supervisor, Donor and Customer Experience

Under the direction of the Director of Development, and in accordance with the philosophies, policies and procedures of The Humane Society of Kitchener Waterloo & Stratford Perth, the Major Gifts and Campaigns Officer is responsible for executing Humane Society fundraising campaigns, and developing a diverse Major Gifts program. The Major Gifts and Campaigns Officer will be responsible for building and growing a portfolio of prospects and donors, developing engagement and stewardship strategies and solicitation plans in support of the organization's strategic priorities and campaigns.

PRINCIPAL ACCOUNTABILITIES:

Working closely with the Director, Development, the Major Gifts and Campaigns officer will:

- Contribute to The Humane Society's fundraising targets by meeting or exceeding annual revenue and activity goals.
- Executes on fundraising for the current campaign and sits on the campaign cabinets/committees.
- Continue designing, implementing and managing a comprehensive Major Gifts program(s) by engaging in discovery, cultivation, solicitation, and stewardship activities.
- Manage a portfolio of \$5K+ individual and foundation prospects, including cultivation, solicitation, and stewardship activities, with portfolio composition determined in consultation with the Director of Development. Oversee and provide supervision to the Supervisor, Donor and Customer Experience, supporting donor stewardship and relationship development.
- Participates in Case for Support and marketing design processes to ensure donor alignment and identify opportunities to retain or upgrade gifts. Participates in development team planning, analysis, and strategy sessions.
- Leads stewardship and recognition initiatives for donors within the prospect and donor portfolio.
- Stay informed on Humane Society programs and initiatives and serve as an inspiring ambassador for the organization.
- Collaborate closely with the Director of Development to lead and support grant writing efforts.

In addition to the duties listed above, the Humane Society expects the following of each staff member: adhere to The Humane Society policies and procedures; works in a safe manner; acts as a role model

within and outside the Centre; seeks out opportunities for continuous professional development; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; consistently reports to work on time prepared to perform duties of the position; meets department productivity standards; participates in The Humane Society events as needed or required; and, completes other duties as assigned.

POSITION REQUIREMENTS:

The Major Gifts and Campaigns Officer must have the following attributes and skills, among others:

- University degree or college diploma in fundraising, communications, sales, or related field preferred; equivalent education and/or relevant experience will be considered.
- Minimum 5 years of related experience with demonstrated success securing major gifts, or equivalent experience.
- Proven experience developing and executing major gift strategies, including cultivation, solicitation, and stewardship.
- Demonstrated ability to build and manage a prospect portfolio generating new revenue.
- Proactive, detail-oriented, and collaborative member of the Development team.
- Strong written and verbal communication skills; persuasive, concise, and relationship-focused. Exceptional interpersonal skills with the ability to build trust, inspire confidence, and maintain positive public relations
- High level of accountability, accuracy, and follow-through
- Ability to manage multiple priorities under pressure using strong project and time-management skills.
- Proficient in MS Office (Word, Excel, PowerPoint) and donor management systems; Raiser's Edge/NXT or equivalent experience an asset
- Valid Ontario driver's license and access to a reliable vehicle.
- Successful completion of a police/records check.

WORKING CONDITIONS:

- Regular work week with some evenings and weekends; must be able to attend meetings and events as needed.
- Engages in regular community interactions, including public speaking.
- Manual dexterity required to use desktop computer and peripherals.
- Intermittent physical activity including walking, standing, sitting, and lifting.
- May be exposed to infectious waste, diseases, conditions, etc., including exposure to viruses and bacteria.