



## POSITION DESCRIPTION

**POSITION TITLE:** Coordinator, Events & Fundraising

**REPORTS TO:** Manager, Events & Partnerships

**SUPERVISES:** No direct supervisory responsibilities

Under the direction of the Manager, Events & Partnerships and working closely with volunteers, staff and community partners, the Coordinator, Events & Fundraising will manage a portfolio of fundraising campaigns and third party events in order to engage partners and participants to maximize net revenue.

An understanding of fundraising, sales, and relationship building is important. Experience with event planning is an asset. Love of animals is encouraged.

### **PRINCIPLE ACCOUNTABILITIES:**

- Manage a portfolio of community partners and fundraisers, sometimes with overlapping timelines. These include giving campaigns, third party fundraisers, contests and raffles
- Develop and manage leads to encourage community fundraising, including fostering relationships with existing and past partners and exploring fundraising opportunities with surrounding businesses and organizations
- Manage and expand a portfolio of third party events, developing relationships and providing assistance to organizers with planning advice, organization support and on-site support, as needed
- Prepare and present presentations and conduct tours for community partners, groups, public stakeholders
- Work with the Marketing & Communications team to develop marketing strategies for campaigns and community fundraisers
- Update and maintain online fundraising pages including creating new pages for urgent appeals, updating existing pages and managing our peer to peer fundraising pages
- Assist Manager, Events & Partnerships with the execution of events, as needed;
- Keep current on the Humane Society's programs and initiatives. Be fully knowledgeable on key activities and be an inspiring Ambassador and champion for the organization.

In addition to the duties listed above, the Centre expects the following of each Full and Part Time 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

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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:**

A weekly commitment of 40 hours a week with duties varying according to event/fundraiser schedules, and including weekdays, evenings, or weekend times.

The following are general descriptions of some of the requirements necessary to carry out the duties and responsibilities for this position. The Coordinator, Events & Fundraising must have the following attributes and skills, among others:

- Post-secondary education in fundraising, events, sales, or equivalent of education and experience, preferred;
- Experience in fundraising and connected events and community partnerships, as well as the ability to manage and build a portfolio of prospective partners/fundraisers;
- Experience in working with a database management system;
- Demonstrated relationship building skills;
- Excellent written and oral communication skills;
- Comfortable in public speaking engagements and presentations;
- Strong organizational skills and able to manage tasks and volunteers in a courteous, timely manner;
- May be required to work evenings and weekends;
- Time management skills as incumbent will be required to work from both our Kitchener and Stratford Centres;
- High attention to detail and accuracy, and able to work under pressure with multiple projects occurring simultaneously.
- Excellent computer skills including MS Office applications experience, especially Word, Excel, and PowerPoint.
- Ability to work collaboratively or independently with minimal administrative support.
- Valid Ontario driver's license and access to a reliable vehicle.
- As part of our hiring process, the successful candidate must provide a satisfactory police background check

#### **WORKING CONDITIONS:**

- May be exposed to infectious waste, diseases, conditions, etc., including exposure to viruses and bacteria.
- Interacts with community.
- Holds valid Ontario driver's license and travel within area and outside of city.
- Public speaking in different areas and venues.

- Manual dexterity required to use desktop computer and peripherals.
- Intermittent physical activity including walking, standing, sitting, lifting, and supporting animals.

COMMITMENT:

- Able to attend to work-related matters that occur after regularly scheduled work hours.
- Demonstrated regular and consistent attendance and punctuality.