

Job Posting

Manager, Major Gift and Grant Engagement

Position Title:	Manager, Major Gift and Grant Engagement
Reports to:	Director, National Engagement
Location:	Applicants must reside in Canada. This is a fully remote position.
Start Date:	Oct/Nov 2024
Salary:	\$62,000- \$66,000 per annum
Benefits:	Flexible hours, remote role. Competitive benefits package includes matching RSP contributions, extended health benefits, access to Employee and Family Assistance Program. Generous vacation and personal days allowance.
Position Type:	Permanent full-time, 37.5 hours per week.
Application Deadline:	Oct 15, 2024. Applications will be reviewed on a rolling basis.

OVERVIEW:

Reporting to the Director, National Engagement, the Manager, Major Gift and Grant Engagement is a pivotal role in driving Humane Canada's mission forward through strategic fundraising and grant acquisition. As the primary lead in developing major giving initiatives (both individual and corporate), planned giving, and managing grant applications and reporting, you will be at the forefront of advancing our mission to end animal cruelty, improve animal protection, and promote the humane treatment of all animals across Canada.

In this dynamic position, you will collaborate closely with the Manager, Donor Engagement and Development and dedicated colleagues from all departments, immersing yourself in the heart of Humane Canada's activities and programs. Your deep understanding of our mission, project scope, and funding needs will be instrumental in securing the resources necessary for our strategic growth and impactful initiatives.

This role is perfect for an individual passionate about excelling in a growth-focused environment, with a deep dedication to linking our mission and efforts to improve animal welfare in Canada.

Under the guidance of the Director, National Engagement, the Manager, Major Gift and Grant Engagement will oversee the execution and delivery of the following duties.

POSITION RESPONSIBILITIES:

Overall

- Manage the growth and expansion of Humane Canada's major individual and corporate giving, planned giving and grant giving.
- Manage and successfully execute annual planning for all major individual and corporate giving,

planned giving and grant giving programs.

- Integrate and manage the major individual and corporate giving, planned giving and grant giving opportunities with marketing activities to support annual revenue generation for Humane Canada.
- Ensure major individual, corporate, planned giving and grant programs have clear strategies for prospect identification, cultivation, solicitation and stewardship.
- Prepare, monitor, and report on revenue budgets and program expenses.
- Responsible for driving and securing established fundraising goals with a growth focus.
- Secure annual revenue from a combination of grantors, individual and corporate supporters through grant applications, corporate sponsorships and cause related marketing initiatives.
- Maximize growth opportunities - Lead the development of strategies for prospect research and solicitation including all aspects of the development and submission of individual, corporate and grantor proposals and reports.
- Develop and execute separate acquisition management plans for activities including goal setting, budgeting, measurement, reporting and evaluation.
- Ensure activities are integrated into the overall strategic fundraising plan to continually increase the funding base and visibility of the organization.
- Establish, monitor, and report on fundraising financial and/or performance goals through regular reporting as required by the Director, National Engagement.
- Maintain the fund development database with up-to-date information as it relates to your work focus.

Individual, Corporate Giving and Grant Management

- Initiates creative approaches to develop new opportunities to increase giving in the areas of major gifts (individual and corporate), planned giving and grants.
- Cultivates and stewards relationships with individual major donors, corporate partners, foundations and grantors for the purpose of acquiring financial support.
- Manages and coordinates all aspects of the development and submission of grant proposals; Initiates and develops new partnerships.
- Optimizes fund raising efforts to maximize earning performance in relation to resources required, brand compatibility, sustainability of the organization and value to the larger community.
- Develops metrics to analyze fundraising performance and program growth and manages donor information in supporting database software.
- Regularly reports on fund development activities and revenues to the Director, National Engagement.
- Identifies, designs, and implements new initiatives to respond to trends and emerging opportunities in philanthropic giving.
- Develops and strengthens lasting and meaningful relationships between individuals, corporations, grantors and Humane Canada, with the goal of a successful solicitation and fulfilling stewardship outcomes.
- Manages and develops all recognition and promotion as it relates to the work of the role with the support of the Marketing and Communications department.
- Prepares and designs promotions, documentation, and correspondence to support corporate and individual giving and grant programs initiatives (e.g., briefing documents, cover letters, follow-up correspondence, and other communications materials).

ORGANIZATION:

- Contributes to the overall management of Humane Canada, as a member of the management team, by engaging in strategic planning and analysis, policy development, organizational reviews, budget preparation and control to support operational decision-making.
- Keeps Director, National Engagement informed of new developments as it relates to the position deliverables.
- Works cooperatively with all members of the management team and the Board of Directors to ensure policy directions and key messages associated with same are integrated and presented effectively to funders and the public.
- Represent Humane Canada to other organizations, stakeholders, and the community at large as required.

OTHER DUTIES:

- Support of the overall fund development goals of Humane Canada may be required through special projects for annual campaigns, major gifts, special events and planned giving.
- Other duties as assigned.

ACCOUNTABILITY:

- Reports directly to the Director, National Engagement.

STATEMENT OF QUALIFICATIONS:

- Degree/Equivalent or relevant post-secondary education/professional designation. CFRE designation is considered an asset.
- 6 - 8 years of fund development leadership experience with a focus on grant writing and major individual and corporate gift stewardship preferred.
- A demonstrated understanding of the fund development process and moves management, as it relates to Donors, Foundations and Corporations with a proven track record of revenue generation with drive and determination to reach targets.
- Comprehensive knowledge and experience of government and foundation grant applications and reporting, soliciting major gifts, planned giving practices, sponsorship and corporate relationships.
- Experience in marketing as it relates to the integrated promotion of fund development initiatives including experience with digital fundraising tools and techniques.
- Demonstrated success in grant acquisition, writing, reporting and management.
- Strong writing skills with attention to detail, creativity, and the ability to align program goals with clear persuasive messaging.
- Advanced understanding and use of data to direct fund development programs and experience managing a revenue budget within a fiscally cautious organizational culture.
- Resourceful and organized; able to manage competing priorities, complex situations and deadlines.
- Advanced skills with the full Microsoft® 365 suite.
- Experience with relationship management software/applications, and ability to transfer knowledge to multiple platforms. Experience with following applications would be an asset:

Raiser's Edge, Canva, Global Giving, Canada Helps, Hootsuite and Mailchimp.

- Bilingualism is an asset.
- A team player who is personally and professionally committed to advancing animal welfare and creating a humane Canada.

REMOTE NATURE OF THE POSITION:

- Role is fully remote and successful candidate is required to perform responsibilities reliably and effectively through technology.
- Will require use of personal technology (phone, computer, printer etc.) and high-speed internet initially. A corporate laptop will be issued pending successful completion of the 6-month probationary period.
- Working hours are flexible but availability will be generally required between 9 am and 5 pm ET (Eastern Time Zone).
- Availability to travel for role within Canada as required.

If you would like to explore this impactful opportunity with Humane Canada further, please submit your application today. Ensure your resume is accompanied by a detailed cover letter explaining why you are an ideal candidate for this role (applications without a cover letter will not be considered). Address it to Tara Hellewell at careers@humanecanada.ca.

If you meet most but not all requirements and still think you would be a great fit for the role, we encourage you to apply. We do not expect all candidates to fit this role description 100 percent. The position will remain open until a suitable candidate is found.

Humane Canada is committed to having accessible and equitable employment practices. Because we value a diverse workplace, we prioritize an inclusive culture absent of discrimination during the application process and after joining the team. We encourage people from all backgrounds to apply, especially those from under-represented backgrounds. We believe that work on behalf of animals benefits greatly from collaborating with people from all backgrounds.

Persons with disabilities who require accommodation in the application process may email a request to the attention of Shelby Pearson at Shelby@humanecanada.ca.

The interview process consists of a maximum of three virtual interviews conducted with a variety of team members from Humane Canada. Offers of employment will be subject to successful reference checks.

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

ABOUT HUMANE CANADA

Founded in 1957, Humane Canada represents SPCAs and Humane Societies from coast to coast to coast as well as an increasing number of municipalities, animal welfare groups and rescue organizations that make up the sector. We have a simple vision – a humane Canada. This vision was so important to us that in 2018 we publicly changed our name to Humane Canada. To achieve that vision we drive positive, progressive change to end animal cruelty, improve animal protection and promote the humane treatment of all animals.

As the convener of the largest animal welfare community in Canada, we advance the welfare of animals, with a strong national voice promoting the interests and concerns of animal welfare to government, policy makers, industry, and the public. We believe that each animal possesses intrinsic value, remarkable complexity, and inherent dignity, and as such is deserving of respect and moral concern. We elevate animal welfare through our values of collaboration and evidence-based thought leadership while building integrated, strategic professional teams that utilize systems thinking to create an effective and lasting change.