



## WINNIPEG HUMANE SOCIETY

### Winnipeg Humane Society – Job Posting #2023-6-6

<b>Date:</b>	October 18, 2023
<b>Position Title:</b>	<b>Donor Relations Officer-Grants</b>
<b>Department:</b>	Donor Relations
<b>Reports to:</b>	Director, Donor Relations
<b>Classification:</b>	Non-Union
<b>Hours:</b>	40 hours/week, Monday – Friday, 8:30am – 4:30pm. Primarily a work from home position. In-person attendance is required on Wednesdays.
<b>Applications deadline:</b>	Friday, November 3 <sup>rd</sup> by 6pm

#### **Position Summary:**

The Winnipeg Humane Society ("WHS") is offering a unique and rewarding opportunity for a qualified Grants Officer. The successful candidate will work closely with Director, Donor Relations to identify funding needs and take the lead on identifying and qualifying select granting opportunities. This role is primarily responsible for developing and writing grant proposals to foundations and other grant-making organizations and will persuasively communicate the WHS's mission and programs to potential funders. Reporting to the Director, Donor Relations, the Grants Officer will assemble and submit grant requests, establish relationships with foundations, conduct prospect research, write development copy for a variety of mediums, and develop and grow strategic relationships with individual foundation donors.

#### **Who we are:**

- One of the oldest registered Non-Profit charities in Manitoba funded primarily by donations and events.
- An innovative community service organization committed to protecting animals from suffering, and to promoting their welfare and dignity.
- A team of generous partners, donors, hardworking volunteers and committed staff united in the belief that every animal deserves dignity and love.
- One of the largest and more recognized animal shelter and welfare organizations in Canada.
- Always growing, changing, and adapting to meet the expectations of the community and the needs of Winnipeg's animal population.

**What you'll bring:**

- Your passion for being a collaborative, positive team player with a track record of successful funding proposals.
- You have exceptional communication, interpersonal, and relationship-building skills, a talent for creative writing and a commitment to high ethical standards.
- You are proactive, organized and detail oriented with the ability to multi-task and adhere to tight timelines.
- Strong aptitude to establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.

**What we're looking for:**

## RESPONSIBILITIES SPECIFIC TO THE ROLE

- Build and manage a portfolio of granting organizations.
- Identify, track, and rank new and existing prospects.
- Establish and steward relationships with foundations and their donors.
- Create and maintain an annual calendar of granting opportunities and their deadlines.
- Write grant proposals communicating the Winnipeg Humane Society's plans, programs, and services.
- Develop and maintain a thorough working knowledge of The Winnipeg Humane Society and individual departments' missions and needs as they relate to determining fundraising priorities.
- Prepare and submit stewardship and fulfillment reports as well as additional reports required by foundations.
- Update and create WHS cases for support as needed.
- Execute initiatives which assist in the efficiency of The WHS fundraising efforts.
- Write copy for development initiatives including donor impact reports, fundraising proposals for individual donors, website copy,
- Collaborate with Donor Relations team on additional copy needs as required.
- Working with the Events and Stewardship Officer, ensure that appropriate recognition is in place for all donors in the portfolio.
- Provide biweekly reports on plans, strategies, and progress towards goal.
- Perform other duties as required to assist in the success of the Donor Relations department.

## QUALIFICATIONS &amp; EXPERIENCE

- University degree or college certificate in English, fundraising, marketing, communications, or related field or a combination of equivalent education and experience.
- Minimum of three (3) years' experience in grant writing and research or a minimum of two (2) years of comparable experience with transferable skills acquired in a professional setting.
- Experience in securing grant funding.
- Experience in effectively prioritizing and managing multiple projects.
- Experience with web-based prospect research tools.

The following qualifications and experience are desired and would be considered assets:

- Degree in animal welfare or related field.
- Experience working in a non-profit environment.

#### KNOWLEDGE & SKILLS

- Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- Ability to capture tone and voice of a brand while developing copy for a wide variety of audiences.
- Ability to manage time effectively and respond positively to change.
- Knowledge of prospecting research techniques.
- Proficiency with Microsoft Office 365 Suite (Teams, Outlook, Word, Power Point and Excel).
- Raiser's Edge software and Desktop publishing experience.
- Knowledge of professional fundraising standards and practices.
- Discretion and diplomacy in dealing with the philanthropic sector.

The following knowledge and skills are desired and would be considered assets:

- Knowledge of domestic animals, their care and animal welfare issues.
- Certified Fund-Raising Executive (CFRE) designation.

Candidates requested for an interview will be asked to provide a sample of their writing.

The successful candidate will be subject to a criminal record check prior to hiring.

#### ***The benefits of working at WHS:***

WHS values our team and prove it by supporting your personal, financial, and professional growth through:

- Extended Health Benefits Package (Medical, Dental & Vision)
- Employee Assistance Program
- Paid Vacation time
- Generous in-store discounts

#### ***How to Apply:***

Please submit your **COVER LETTER WITH SALARY EXPECTATIONS** and **RESUME** to:

Lesley Lewis, Director, Donor Relations

Winnipeg Humane Society

[careers@winnipeghumanesociety.ca](mailto:careers@winnipeghumanesociety.ca)

[Please quote 'Grant Officer' in the subject line](#)

#### **Submission Deadline:**

By 6:00pm on Friday, November 3rd

The WHS is committed to providing accessible employment and ensuring that our recruitment, assessment, and selection process is barrier-free. If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs.

The WHS values diversity and equality in its team. All qualified applicants will receive consideration for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age.

We thank all applicants for their interest, but only those selected for an interview will be contacted. No phone calls please.

For more information and other employment opportunities, visit  
<https://winnipeghumanesociety.ca/about-us/careers>