



**The Winnipeg Humane Society – Job Posting # 2024-1-02**

**Date:** April 22, 2024  
**Position Title:** Donor Relations Office Clerk - Manitoba Metis Federation  
Summer Student Position - Part Time TERM  
**Term dates:** April 8, 2024 - August 30, 2024  
**Reports to:** Director, Donor Relations  
**Rate:** \$ 17.30/hour  
**Classification:** Non-Union  
**Hours:** Monday - Friday 9:00am – 4:30pm (37.5 hours /week)

**Start Date:** ASAP

**Closing Date for Applicants:** May 7, 2024

**Position Summary:**

This position offers administration and data entry support to the Donor Relations department as directed by the Director of Donor Relations. The Office Clerk's primary focus for their term is to update donor records to ensure accuracy. They will also perform mail merges, write letters, and assist with in-person donor events. This position is privy to confidential financial information surrounding donations, fundraising, budgets, and donor data.

**\*This opportunity is for Metis students with Citizenship cards who attended post-secondary school full-time during the current academic year and who are returning to school on a full-time basis in the upcoming academic year (part-time and distance education students do not qualify).**

**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.

**Duties and Responsibilities:**

- Enters and maintains data over multiple donor Databases and Excel sheets
- Prepares and assists with mail merges for donor correspondence
- Researches prospective funders and partners
- Assists with event prep and takedown
- Fills roles as needed during events
- General administrative tasks including organizing donor relations materials and mail processing
- Other duties as assigned

**Standards of Performance:**

- Efficiency and diligence are demonstrated in the accomplishment of assigned duties
- Communicate effectively with all donors, staff and volunteers
- A high standard of customer service and respect for all is maintained at all times
- The work produced is accurate and well presented
- Attention to detail is demonstrated in the execution of all programs.
- Confidentiality is maintained on all matters pertaining to The Winnipeg Humane Society and Winnipeg Humane Society Foundation
- Assigned duties completed in a timely manner
- Knowledge and understanding of department priorities and be willing to assist in all programs as directed to assist the bottom line and accountability of the Donor Relations Department

**Authority:**

Authority to perform all assigned duties and responsibilities within established policies and procedures.

**Education, Training & Knowledge:**

The following qualifications are desired and would be considered assets:

- Certificate or Degree in Office Administration, Fundraising or Event Planning. An equivalent combination of experience and education may be considered
- Minimum of one year experience in an administrative position, preferably in a not-for-profit development office
- A minimum of one year experience performing data entry work
- Experienced in dealing with internal and external customers/donors, business professionals and suppliers

**Requirements:**

This opportunity is for Metis students with Citizenship cards who attended post-secondary school full-time during the current academic year and who are returning to school on a full-time basis in the upcoming academic year (part-time and distance education students do not qualify).

**Abilities, Skills & Knowledge:**

- Excellent ability to articulate and communicate with clients, fostering a high standard of client care
- Ability to multi-task and be receptive to ongoing changes in priorities
- Proficiency with Microsoft Office Suite including Excel
- Experience with Raiser's Edge is an asset
- Demonstrated ability to solve problems, use good judgement, and communicate effectively with peers and clients.
- Ability to present information concisely and effectively, both verbally and in writing
- Ability to organize and prioritize work
- Ability to work independently with little supervision

**Accountability:**

Directly accountable to the Director, Donor Relations for the performance of all assigned duties and responsibilities.

**Interpersonal Relationships:**

Has frequent contact with WHS staff, volunteers, suppliers, vendors, and public.

**Exemplifies Winnipeg Humane Society's Core Values:**

- We let empathy guide our commitment to animal welfare and approach to all individual beings, people, and animals alike.
- We value and accept each other.
- We are committed as an organization to lead with integrity and accountability.
- We are guided by innovation and remain open to change.
- We foster an inclusive, purposeful, and safe communication space.

**Participates in creating a thriving Culture of Philanthropy at Winnipeg Humane Society by:**

- Being knowledgeable and supportive of WHS programs
- Sharing their passion for service to animals, people, and our community with our guests
- Serving as an inspiration to all guests by providing an exemplary level of animal care and guest service
- Being able to communicate a compelling case for support that demonstrates the impact of philanthropy on Winnipeg Humane Society

**Position is subject to a Criminal Record Check including Vulnerable Sector Search.**

Please email resume and cover letter to  
Attention: Lesley Lewis,  
[lesley@winnipeghumanesociety.ca](mailto:lesley@winnipeghumanesociety.ca)

**Please quote the job posting number in your email subject line and in your cover letter.**

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.

**NO PHONE CALLS PLEASE**

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