

Career Opportunity (FT, 2-year contract) Capital Campaign Coordinator



Do you want to be part of an exciting and transformational change?

If so, look no further for your next career adventure at Lions Foundation of Canada Dog Guides.

At Lions Foundation Canada Dog Guides (LFCDG), we help people with medical or physical disabilities lead independent lives by providing them with a dog guide at no cost to support them in their daily lives. The school is unique in offering seven programs serving 150-200 new clients annually and supporting over 1100 active clients. The school operates out of our central location in Oakville, ON and a breeding and training facility in Breslau, ON, with plans to move to our new leading-edge facility in late 2025.

Our Values:

Integrity

Diversity & Inclusion

Excellence

Empathy

Respect

The Opportunity:

Reporting to the Director, Campaigns, Major and Planned Gifts, the Capital Campaign Coordinator will be a key resource in the achievement of the goals and objectives for the Campaign, providing administrative support to the Campaign and working closely with our team of staff, volunteers and donors to ensure the success of this transformational fundraising initiative.

Key Duties and Responsibilities:

- Provide timely administrative and organizational support for the Capital Campaign, including drafting correspondence, preparing campaign proposals and materials and following up on various campaign matters.
- Provide administrative and organizational support for all Campaign meetings.
- Respond to inquiries from Campaign volunteers and donors, building and sustaining relationships.
- Create, maintain and provide timely reports and statements on donor activity tracking the campaign's progress
- Ensure requests from donors and prospects are addressed quickly and accurately, and all pertinent information is recorded in Sales Force
- Maintain various donor letter and email templates, updating and customizing them as required
- Maintain annual revenue and expense budget
- Attend campaign-related events.

You will bring to the opportunity:

- A post-secondary degree or the equivalent combination of education and work experience.
- Previous experience working in a fundraising/not-for-profit environment
- Proficiency in fundraising CRM databases (Salesforce experience preferred)
- Excellent computer skills related to Microsoft Office Suite and scheduling software; knowledge of donor databases.

- Ability to take minutes and prepare written communications as needed.
- Excellent communication skills (including writing, speaking, and presentations) and demonstrated professionalism, judgment and discretion
- Excellent interpersonal and communication skills and a demonstrated ability to work effectively with a diverse group of staff and volunteers.
- A proven ability to work independently with the flexibility to take on a wide variety of assigned duties.
- A demonstrated ability in grant and proposal writing is an asset.
- Proven research skills and the ability to seek information from various sources
- Bilingualism in French and English is an asset.
- Able and available to work flexible hours, including some evenings and weekends.
- Vulnerable Sector Police Background Check required.

Job Type: Full-time, 2-year contract with the possibility of extension

Salary: \$39,106.09 to \$46,007.16

Please send your resume and cover letter explaining your interest and fit for the role by emailing hr@dogguides.com for consideration by November 25, 2022. Resumes will be kept for six months. Please quote the job title in the subject line.

Lions Foundation of Canada Dog Guides is committed to employing people from diverse backgrounds, and we actively demonstrate inclusiveness through fair, equitable and accessible hiring practices. We recognize the strength of different experiences, backgrounds and perspectives and welcome candidates who identify as visible minorities, Indigenous people, persons with disabilities, and persons within the LGBTQ+ community. We feel it is important as an organization that all people have access and opportunity to be employed, to be valued and to be respected. Accommodations for job applicants with disabilities will be provided upon request during the recruitment, assessment, selection and placement process. Alternative format available on Request.

We also require all candidates to be double vaccinated for COVID-19 coronavirus. Employees are required to administer self-assessments and rapid antigen tests every other day. Tests and masks are provided by the employer.