



**Regina
Humane
Society**

Position Posting

Position:	Philanthropy Coordinator	Position Type:	Permanent Full-time
Department:	Philanthropy	Wage/Benefits:	\$19.18 - \$22.51 plus Health/Dental/Vision Benefits
Reports To:	Director of Philanthropy	Closing Date:	March 28, 2025
Date Posted:	March 14, 2025		

Please submit applications to Karen Mercier, Director of Philanthropy
(kmercier@reginahumane.ca) by **March 28, 2025**.
All applications must include a letter of interest and a current resume.

POSITION SUMMARY

Under the direction of the Director of Philanthropy, the Philanthropy Coordinator at the Regina Humane Society (RHS) plays a key role in supporting fundraising initiatives, donor relations and data management. This position is responsible for maintaining the donor database, processing contributions, coordinating donor stewardship activities, providing administrative support and managing logistics for fundraising activities and events. This role requires strong organizational skills, attention to detail, and a passion for advancing the organization's mission through strong donor relationships and successful fundraising campaigns.

PRIMARY RESPONSIBILITIES & ACCOUNTABILITIES

In accordance with RHS's objectives, philosophies, policies, and procedures, the Philanthropy Coordinator is responsible for the following:

1. Donation Processing & Donor Database Management

- Accurately processing and recording donations, pledges, and sponsorships in the donor database.
- Generating tax receipts, acknowledgment letters, and donor reports in a timely manner.
- Maintaining and updating donor records, ensuring accuracy and confidentiality.
- Tracking donor engagement and giving history to support fundraising strategies.
- Assisting with donor data analysis and reporting to support campaign planning and evaluation.
- Managing the integrity and accuracy of the donor database, ensuring consistent data entry and adherence to best practices for data management.
- Collaborating with the finance team to reconcile donations, prepare financial reports, and ensure accurate record-keeping.

2. Donor Stewardship & Engagement

- Coordinating donor acknowledgment processes, ensuring personalized and timely recognition.
- Assisting in developing and distributing stewardship materials, including thank-you letters, impact reports, and donor newsletters.
- Supporting donor engagement initiatives, such as recognition events, personalized outreach, and follow-up communications.
- Responding to donor inquiries and providing a high level of customer service.

3. Fundraising Activities & Event Logistics

- Supporting the planning and execution of fundraising events, including logistics, registration, sponsorship fulfillment, and donor recognition.
- Coordinating event invitations, promotional materials, and guest communications.
- Managing event-related data, including attendance tracking and post-event evaluations.
- Assisting in securing event sponsorships and in-kind donations.

4. Administrative Support

- Modeling and supporting a culture of teamwork, care and compassion, integrity, ethics, professionalism, and customer service in accordance with the values of the RHS; demonstrating support for the mission, vision, and strategic direction of the RHS in all interactions.
- Ensuring appropriate standards of client service are adhered to so there is a safe, professional, and friendly environment for staff, animals, clients, partners, and volunteers.
- Assisting the public and ensuring that accurate and credible information about the organization is disseminated through all communications.
- Providing administrative support to the Director of Philanthropy, including scheduling meetings, preparing reports, and coordinating correspondence and logistics.
- Assisting in development of fundraising proposals, grant applications, and campaign materials.
- Supporting budget tracking and expense reconciliation for fundraising initiatives.
- Maintaining organized records related to fundraising activities and donor communications.
- Collaborating with the finance team to reconcile donations, prepare financial reports, and ensure accurate record-keeping
- Participating in cross-training opportunities to support other administrative functions as needed.
- Ensuring compliance with applicable privacy and confidentiality regulations regarding donor information.

5. Performs additional responsibilities as required.

QUALIFICATIONS

Education

- High school diploma or equivalent (Grade 12) required.
- Post-secondary education in fundraising, nonprofit management, business administration, communications, or a related field.

Certifications/Licenses

- Not applicable.

Experience

- Minimum of two (2) years of experience in fundraising, donor relations, or event coordination.
- Proficiency in donor management software (e.g., Raiser's Edge, DonorPerfect) and Microsoft Office Suite.
- Experience working in a community-based, non-profit organization is an asset.

Skills

- Communication
 - ~ Skilled communicator both orally and in writing (listens well, is clear and understandable);
 - ~ Verbal communication skills including clear and easily understood delivery of messaging and content in a professional and respectful manner;
 - ~ Uses correct grammar and spelling;
 - ~ Ensures documents and related details are recorded and input correctly.
- Attention to Detail
 - ~ Accurately enters data, processes transactions, and generates reports.
 - ~ Ensures that donor records and related documentation are maintained with precision.
- Planning and Organization
 - ~ Follows direction well;
 - ~ Plans, prioritizes, and organizes work flow;
 - ~ Is highly organized and efficient with significant detail, ensuring all records and documentation are managed efficiently and effectively with quality outcomes;
 - ~ Delivers results.
- Confidentiality
 - ~ Maintains discretion when handling sensitive financial or personal information;
 - ~ Follows organizational policies and procedures to ensure data privacy.
- Technology Proficiency
 - ~ Proficient in using MS Office, including Word and Excel, as well as donor management software.
 - ~ Able to learn and use internal systems, databases, and other technologies as required.
- Financial Competence
 - ~ Proficient in basic accounting principles and financial record-keeping;
 - ~ Precision in handling financial data, with the ability to identify and resolve discrepancies.

Skills (continued)

- Relationship Management
 - ~ Establishes and manages a wide-range of customers and other key relationships and networks;
 - ~ Is an ambassador for the Organization;
 - ~ Provides best in-class service, assistance, and advice.
- Self-Motivation
 - ~ Is self-motivated, and can work with minimal direction;
 - ~ Is resourceful, takes initiative, and demonstrates a sound work ethic;
 - ~ Contributes to successful, value-added outcomes.
- Collaborative Team Member
 - ~ Has an inclusive, inviting nature, and seeks input and alternative perspectives from others;
 - ~ Is a supporter of diversity, inclusion, and collaboration, and works effectively with team members to achieve goals.
- Interpersonal Acumen
 - ~ Is approachable, and can interact with a wide range of individuals, of all ages, with varying needs;
 - ~ Listens well and has a friendly demeanor;
 - ~ Demonstrates empathy, tact, diplomacy, and discretion;
 - ~ Mediates disputes and manages difficult situations and conflict calmly and professionally;
 - ~ Understands underlying behaviors and emotions and responds appropriately.
- Problem-Solving
 - ~ Conceptualizes potential issues and their implications;
 - ~ Has excellent judgement and reasoning;
 - ~ Has the self-confidence to make independent decisions based on information at hand.
- Adaptability
 - ~ Capable of multi-tasking under stress-filled and unpredictable situations, and managing multiple priorities;
 - ~ Can manage frequent interruptions with ease;
 - ~ Can pivot quickly and adapt to project changes.

Values

Consistently demonstrates the values of the Regina Humane Society, including:

- **Leadership**
 - ~ Models the Organization's values;
 - ~ Demonstrates initiative and self-motivation;
 - ~ Accomplishes results;
 - ~ Works to contribute and continuously improve upon processes.
- **Professionalism**
 - ~ Acts as an ambassador for the RHS;
 - ~ Upholds highest ethical standards;
 - ~ Maintains confidentiality and privacy of information.
- **Compassion and Care**
 - ~ Committed to RHS's vision and mission for animals and people.
- **Teamwork**
 - ~ Works well and effectively collaborates with colleagues.
- **Inclusion**
 - ~ Fosters an accessible environment that values every voice.

Working Conditions & Effort

- Works in a typical office setting, with occasional exposure to animals and a shelter environment.
- Requires sitting, standing, and the ability to perform computer-based tasks for extended periods.
- May involve lifting light items (up to 20 lbs) and occasional travel for events or meetings.
- Must be available to work some weekends or evenings as needed.

Additional Notes

- Clear Criminal Record Check and Vulnerable Sector Check required.
- Verification of education and satisfactory work attendance.
- Signed agreement to adhere to the RHS Code of Conduct and Ethics including confidentiality policies.