Title: Philanthropy Specialist
Location: Burlington, ON
Employment Type: Full-Time with 4 days/week in office
Salary Range: $57,000-$70,000

About Burlington Humane Society
For nearly 50 years, Burlington Humane Society (BHS) has provided compassionate care, shelter, and adoption services for vulnerable animals in our community. As a no-kill shelter, BHS is committed to giving every animal the time, care, and opportunity they need to find a loving home.

Burlington Humane Society is entering an exciting period of growth. With ambitious plans to strengthen fundraising infrastructure, expand philanthropic support, and prepare for future capital and program investments, BHS is seeking its first-ever dedicated fundraising professional. This is a unique opportunity to build a philanthropy program from the ground up and make a lasting impact on animal welfare in the Burlington community.

Position Summary
As BHS's first dedicated fundraiser, the successful candidate will have the opportunity to build foundational systems and fundraising strategies over time, with strong support from the Board of Directors and organizational leadership. Reporting to the Board Executive Committee Liaison and working closely with a dedicated and engaged Board of Directors, you will establish the systems, relationships, and strategies to build and manage donor relationships, developing annual giving and stewardship programs, growing corporate and foundation partnerships and helping position BHS for capital campaign success.

This role is ideal for a resourceful, entrepreneurial fundraiser who is excited by the opportunity to build fundraising infrastructure, create meaningful donor experiences, and establish a foundation for long-term revenue growth.

Major Accountabilities:
Portfolio Management & Major Gifts
- Manage a portfolio of individual donors, major gift prospects, foundations, and corporate supporters.
- Conduct face-to-face meetings, virtual meetings and engagement opportunities with donors and prospects.
- Prepare compelling proposals, cases for support, donor presentations, briefing notes, stewardship reports, and correspondence.

Fundraising Strategy & Program Development
- Build and implement BHS’s fundraising infrastructure and annual fundraising plan including direct mail, monthly giving, donor appeals, and stewardship activities.
- Work collaboratively across the organization to create compelling donor communications highlighting the impact of philanthropic support.
- Develop and implement systems, policies, and processes that support long-term fundraising growth.

Foundation, Corporate & Community Giving
- Research, identify, and pursue foundation funding opportunities aligned with organizational priorities.
- Review existing partnerships and develop new opportunities for corporate engagement and revenue generation.
- Represent Burlington Humane Society at community events, networking opportunities, and stakeholder meetings.

Planned Giving & Legacy Giving

- Introduce and develop a legacy giving program that educates and inspires supporters to leave a lasting impact.

Campaign Readiness & Capital Growth

- Support the development of fundraising readiness and infrastructure for capital campaign initiatives.
- Partner with the Board to strengthen the case for support, gift acceptance policies, and donor recognition opportunities.

Board & Volunteer Engagement

- Support Board members in fundraising activities by providing training, coaching, prospect strategies, and meeting support.
- Foster a culture of philanthropy across the organization.

Skills, Competencies, and Experience

- Strategic thinker with strong initiative and entrepreneurial mindset.
- 3-5 years with demonstrated success managing donor relationships and meeting fundraising targets.
- Experience working with Boards of Directors, volunteers, and community leaders.
- CFRE designation is considered an asset.
- Excellent written, verbal, and organizational skills with the ability to work independently.
- Experience using Keela (or similar relationship management database) as well as Microsoft Office Suite products such as Word, Excel, PowerPoint
- Flexibility to work occasional evenings and weekends.

Personal Attributes

- Passion for animal welfare and the mission of Burlington Humane Society.
- Professionalism, discretion, and sound judgment.
- Resilience and confidence in donor-facing environments.
- Results-oriented with a commitment to continuous improvement.
- Flexible and adaptable in a growing organization.

This full-time position offers a competitive salary commensurate with experience and aligned with nonprofit sector benchmarks. The office is located within the Burlington Humane Society shelter environment.

If this sounds like the perfect opportunity to grow and shape a new fundraising program while making an impact in the Burlington community, please send your resume and cover letter to d.g@globalphilanthropic.ca.

Burlington Humane Society is an Equal Opportunity Employer

Burlington Humane Society welcomes and encourages applications from all qualified candidates. We are committed to fostering an inclusive and accessible workplace and will provide accommodation throughout the recruitment process in accordance with applicable legislation. If accommodations are required, please notify us during the recruitment process.