

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.

We are preparing to launch a capital campaign to raise money to build a brand new, state of the art school to raise and train Dog Guides who will transform the way the people they are matched with live. This is not your typical fundraising job. It's one where you can see first-hand how your efforts make a difference. How many jobs do you know of that let you hang out with puppies and amazing dogs in training?

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 Oakville in late 2025.

The Capital Campaign Coordinator will be a key resource in the achievement of the goals and objectives for the Campaign, providing administrative support and working closely with our team of staff, campaign volunteers and donors to ensure the success of this transformational fundraising initiative. Together, we will achieve the \$25M campaign goal to build an incredible national Dog Guide training school.

If you want to work with a purpose and see results, come and join us to:

- 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.
- Respond to inquiries from Campaign volunteers and donors, building and sustaining relationships.
- Provide excellent donor stewardship and recognition and record all information in Salesforce
- Provide administrative support for campaign meetings.
- Maintain various donor letter and email templates, updating and customizing them as required
- Create, maintain and provide timely reports and statements on donor activity tracking the campaign's progress
- Maintain annual revenue and expense budget

We want to hear from you if you have:

- A desire to help people
- Proven time management, planning, coordinating and organizational skills
- A professional attitude, results oriented, strategic, and flexible

- 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
- Superb customer and donor relation skills
- Excellent communication skills (including writing and speaking)
- Ability to work independently and on various tasks simultaneously
- Demonstrated professionalism, judgment and discretion
- Bilingualism in French and English is an asset
- A Willingness to work occasional evenings and weekend
- Occasional travel is required
- Vulnerable Sector Police Background Check required

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

Salary: \$40,000.00 to \$46,007.16

Hear from our Donors and Employees:

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I would describe LFC as a place that feels like a second home, with a second family! Yes it has its ups and downs just like any workplace, it's not going to be fun and games 100% of the time, but when the hard times come around, it's nice knowing you have people around you that have your back.

”

– Employee at LFC

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Working at LFC brings you an opportunity to experience something new, challenging and fulfilling every day. Being able to work on creating a symbiotic relationship between clients and their dogs (and everything else in between) is incredibly rewarding

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- Alana, AAD Instructor at LFC

“ *I have never worked with a more enthusiastic, motivated and dedicated group of people. It is a privilege to work alongside a staff group who are so incredibly generous.* ”

– Employee at LFC

“ *It's rewarding to see first-hand that the work you do contributes to successful Dog Guide matches, changing people's lives. Relationships with donors are extremely rewarding. It's always a pleasure to meet clients in training and hear their happy stories and appreciation for everything that staff does. A highlight is always having a puppy to cuddle. The instructors are amazing sharing their skills and stories* ”

– Julie, Director of Campaigns, Major Gifts and Planned Giving at LFC

“ *What your staff do there is Incredible* ”

- Donor

Please send your resume and cover letter explaining your interest and fit for the role by emailing hr@dogguides.com for consideration. 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.