



Job Posting
Hamilton/Burlington SPCA

Senior Manager of Corporate Sponsorship, Gift in Kind and Grants

Position: Senior Manager of Corporate Sponsorship, Gift in Kind and Grants
Hours: Full -Time Monday to Friday, Weekend, and evening availability
Location: Hybrid (Office, Road, and Home) Schedule
Date Posted: February 1, 2024
Date Closes: February 28, 2024
Salary Range: \$65K to \$85K (**Performance Based**)

The Hamilton/Burlington SPCA (HBSPCA) is a leader in animal welfare in the Golden Horseshoe and one of Ontario's most progressive animal welfare agencies. Our aspiration is keeping pets and their people together. Service to community supports pet parents, delivers early intervention for pet health and wellness where pet families live, and is guided by the benefits of the human animal bond.

The HBSPCA is a not-for-profit animal welfare organization largely supported by donors and friends of the animals. Relations with donors are of top importance; donors make miracles happen every day for animals in the community and in care.

The Position

The Senior Manager of Corporate Sponsorship, Gift in Kind and Grants is a new role within the organization. The Senior Manager is a self-starter, excellent communicator and is sophisticated and diplomatic when dealing with existing and new funding partners in our community and abroad. The Senior Manager can think on their feet, innovative and direct, listening to potential donor needs and aligning our program sponsorship and outcomes to their objectives. Working under the Director of Strategy and Revenue Streams your role is to target corporations, granting agencies and other business organizations to develop substantial and sustainable funding sources.

The Senior Manager must carry a high degree of thoughtfulness required to build relationships with a wide range of stakeholders in a high-pressure, high-volume, fast-paced environment with multiple priorities and competing deadlines. This position collaborates with the development team and has a strong focus on stewardship, cultivation & activation of corporate partners as well as driving strategy to grow revenues.

The Senior Manager will work collaboratively with cross-functional teams and is responsible for building interdepartmental relationships, managing expectations, handling sensitive and challenging situations, and following Hamilton Burlington SPCA policies with volunteer leadership, sponsors, donors, and high-profile stakeholders.

This job is right for you if:

- You enjoy researching and identifying potential partners.
- You thrive on selling a concept, product, or service.
- You enjoy listening to our stakeholders and developing deliverables that meet their needs.
- You understand that Stewardship is not the same as Sales and Closing.
- You enjoy the opportunity to demonstrate your leadership and strength directly by your success in numbers and value.
- You have exceptional organizational and prioritization skills with high attention to detail.
- You are an idea person, creative and responsive.
- You are able to work with your peers and other departments to understand their needs and match or build related partnership funding models.
- You love pitching products, services or programs to an audience and hunting for the close

As the successful candidate, you will bring your “can do” attitude to fulfill the following responsibilities:

Corporate Sponsorship:

- Build Program Pitch Scenario’s to target related corporations to secure corporate sponsorship dollars.
- Identify Companies, Brands and Corporations that would be the right match for a corporate sponsorship engagement with the HBSPCA.
- Work with Directors to Design Programs that meet the needs of potential corporate sponsors (i.e. Employee Program, Product or Brand Promotion, Corporate Giving)
- Record your Engagement and Communications (Pitch, Research, Contact Information, Success, or Decline) on Raiser's Edge Data base.
- Identify and create multi year corporate partnerships to support all Community and Operational Programs at the HBSPCA (i.e.. Adoption, Foster, Pet Visiting, Emergency Housing, Behaviour, End of Life, TNVR, Volunteer, Hospital etc.)
- Identify ways to upsell brand exposure and partnership awareness creating a brand bidding war for our HBSPCA Brand and client exposure.
- Identify ways to recognize and showcase brands building value for the corporate partner including but not limited to, media awareness.

Gift in Kind (GIK):

- Manage the cultivation, solicitation, and stewardship of gift-in-kind donations for the entire organization. This position will source and secure gifts and/or discounts of products and services for HBSPCA.
- Identify areas and products/services of the organization that can be supported by Gift in Kind products, discounts, or free services (Product in Lieu)
- Create and manage end-to-end process for collecting and prioritizing gift-in-kind requests across the organization.
- Seek opportunities for international, national, provincial, and local gift-in-kind donors to support needs of the organization, including the new Capital Build.
- Identify, pitch and secure gift-in-kind donations from suppliers, manufacturers, vendors, brands, charities, and foundations to support all needs of the organization to help reduce operating expenses.
- Demonstrate knowledge, understanding and experience in conducting research using a variety of resources (search engines, publications & periodicals, databases)
- Conduct cold calling to prospective corporate donors.
- Assess priorities and manage a variety of activities in a time-sensitive environment.
- Track all activity in Raisers Edge

Grants:

- Conduct research and lead generation to support our applications for external grant funding.
- Identify and track both new and existing funding opportunities and their deadlines, with the goal of making our community animal programs more financially sustainable.
- Coordinate and manage the preparation of applications for grant funding, consistently communicate funding application deadlines to Giving Team, and track the status of in-progress grant applications.
- Evaluate and provide guidance on the appropriateness of grant application budgets.
- Monitor the spending of grant funding and prepare reports for external funders on our grant administration activities.
- Help build internal capacity in grants through the creation/delivery of educational materials, seminars, and workshops.
- Lead and work with volunteers, training and guiding them in grant writing.
- Communication to existing granting sources, to provide recognition and follow up reporting for their benefit, ensuring funding sustainability.
- Identifying and recording of all grant research.
- All Other duties as assigned.

If you are passionate about applying your knowledge, skills, and experience to make a tremendous difference in your organization and expand your career growth, then this role is for you! Please send your letter of interest, resume and your available start date with the email subject line Senior Manager of Corporate Sponsorship, Gift in Kind and Grants, in confidence to careers@hbspca.com

Requirements

- Must be a team player
- Proven problem solver abilities
- Strong ability to listen and observe
- Ability to build partnerships and successful pitch documents
- Must have a valid driver's license
- Employment conditional on ability to work around pet companions
- Comfortable speaking/presenting in front of groups of people
- Enjoys working with all types of pets
- Excellent verbal, written and interpersonal communication skills
- Proficient in Microsoft Office and related programs
- Ability to work independently or part of a team.
- You want to grow within the organization

The HBSPCA offers paid vacation, pet discounts, extended health care benefits and a pension plan with matching contributions.

The HBSPCA is an equal opportunity employer and supports workforce diversity. We welcome and encourage applications from individuals with diverse backgrounds and lived experiences, as well as individuals of all abilities. Should you require accommodation during the recruitment process, please contact the shelter.

We thank all applicants for applying, however, only qualified candidates selected for an interview will be contacted.