



## Now Hiring for a Partnership and Development Manager

Thank you for your interest in applying to Pets and Friends!

Pets and Friends is a registered charity providing pet therapy services to hospitals, assisted living facilities, universities, schools, and other public or private organizations throughout the Lower Mainland. Pets and Friends is currently run by a volunteer board of directors and one part-time contractor. The board is looking for a positive, pet lover with experience in non-profit operations to fill the *Partnership and Development Manager* role. This role represents the organization to volunteers, partners, sponsors and donors.

We are looking for a versatile and enthusiastic individual currently looking for part-time work (80 hours per month). The ideal incumbent is personable, organized and detail-oriented. They are self-motivated and work well without supervision. Occasional weekend or evening work will be required. The incumbent will work remotely. More than anything, our ideal incumbent is passionate about the human-animal bond and the unconditional love furry, four-legged friends deliver.

### Details

The *Partnership and Development Manager* will manage projects and key partnerships to grow Pets and Friends throughout Metro Vancouver and the Fraser Valley. In close coordination with the board, the *Partnership and Development Manager* will identify and develop funding and partnership prospects to implement Pets and Friends' strategic plan. This individual will work closely with the pet therapy coordinator to create and oversee pet therapy programs in line with partnership goals, community needs and industry standards.

The *Partnership and Development Manager* will develop, build, and maintain strong relationships with sponsors, donors, vendors and volunteers. This individual will also take the lead in grant writing and event planning.

### Duties & Responsibilities

- **Partnership Building & Stewardship** (*approximately 40 per cent of the time*)
  - ✓ Implements the board's strategic direction
  - ✓ Identifies, researches, and builds partnership opportunities with other organizations that align to Pets and Friends mission
  - ✓ Plans events that promote the organization and its programs to the community and increases our volunteer base
  - ✓ Designs, implements and expands programs that align to the organization's mission and supports the organization's strategic plan
  - ✓ Develops a pipeline of new prospects

- ✓ Develops and maintains relationships with donors, sponsors, facilities, and volunteers.
- **Program Oversight** (*approximately 25 per cent of the time*)
  - ✓ Ensures all activities and programs are aligned with the goals of Pets and Friends
  - ✓ Ensures communications to membership are timely and informative.
  - ✓ Ensures the organization is compliant with all regulations governing the organization's nonprofit status.
  - ✓ Creates meaningful volunteer opportunities to grow the membership to meet the demand from a variety of organizations for pet therapy.
  - ✓ Researches new programs, recommend new programs for board approval, designs and implements new programs.
  - ✓ Seek ways to attract new volunteers and retain current volunteers.
  - ✓ Oversees the work of the pet therapy coordinator with respect to scheduling pet screenings and new volunteer orientations. Ensures there are a sufficient number of screeners and presenters: proactively solicits new screeners and presenters when needed to ensure the organization is able to on-board new members in a timely manner.
  - ✓ May attend new volunteer orientations to meet new volunteers and ensure all paper work is completed correctly and fees are paid (sometimes this is delegated to the pet therapy coordinator).
  - ✓ Supports annual membership renewal process.
- **Fundraising** (*approximately 25 per cent of the time*)
  - ✓ Solicits corporate sponsorships and donations to fund programs.
  - ✓ Researches and applies for grants (e.g., community and government) and complies with reporting requirements
  - ✓ Promotes the organization through events and online campaigns to build awareness and raise money
  - ✓ Adheres to professional fundraising principles, standards, and procedures.
- **Other duties as needed** (*approximately 10 per cent of the time*)
  - ✓ Maintains a solid understanding of Pets and Friends, its initiatives, history and goals.
  - ✓ Oversees the operations of the organization.
  - ✓ Identifies need for policy and procedural modifications and recommends changes to board for approval.
  - ✓ Ensures current programs are maintained and updated to align to any changes to the organization's strategic plans or operating policies.
  - ✓ Oversees monthly financial reporting including bank drops, paying invoices, allocating funds to appropriate budget, and submitting monthly bills for payment.
  - ✓ Works closely with the president of the board, the treasurer, and the outside accountant to ensure the organization's finances are on-track. Makes recommendations when changes to budgets are appropriate.
  - ✓ Liaises with secretary of the board to prepare agendas and recommendations for board approval and follow up on actions items resulting from board meetings.
  - ✓ Oversees updates to website by pet therapy coordinator and reviews new content to ensure content is relevant and easy to use for the organization's target audience.

### Qualifications

- Diploma or degree with at least two years of experience in non-profit management or equivalent experience
- Fluent in English reading, writing and verbal communication
- Demonstrated computer/tech skills including familiarity with data entry programs, Excel, PowerPoint, and WordPress
- Fund raising experience
- Experience coordinating events an asset
- Grant writing an asset
- Class 5 Driver's License and reliable vehicle an asset

### Salary

\$25 to \$30 per hour

### How to apply

If this sounds like you, we invite you to apply and join a passionate and motivated group of teammates! **Please submit your resume and cover letter to [careers@trimarkps.ca](mailto:careers@trimarkps.ca)**, referencing Partnership and Development Manager in the subject line.

*All candidates will be contacted by our team at Trimark People Solutions to discuss this exciting opportunity. Thank you for your interest!*

*TriMark People Solutions is a full a service Human Resources, Talent organization, supporting organizations to attract, retain and develop*

*For more information visit [trimarkps.ca](http://trimarkps.ca) or call 604.308.6442.*

