



Development Coordinator (PT Hourly, 15 Hours/week)

Are you a passionate development professional looking to apply your creative energy and talents to meaningful work that serves people in your community? We hope to hear from you!

Dogs with Wings Assistance Dog Society (DWW) is a mighty non-profit agency that transforms the lives of individuals and social service agencies by providing highly trained Assistance Dogs to clients. In cooperation with a team of professionals and volunteers, we aim to increase our charitable efforts, engage key stakeholders, and drive our philanthropic success forward. We are seeking to fill a permanent part-time, 15 hour/week hybrid development position, starting as soon as possible.

Key Areas of Responsibility

- Support existing donors in their charitable giving, including communication, meaningful recognition, and consistent follow-up
- Source and secure new donors in cooperation with the Development Team to meet robust annual revenue targets and support the growth of DWW
- Attend events as requested, including set up, take down, presentations, and follow-ups
- Lead, plan, and coordinate meaningful events. Provide strong support for major organizational events, including the Gala and Graduation
- Track funding progress and participate in weekly Development Team meetings
- Work with the Communications Coordinator to create and post engaging material, showcase of testimonials and interactive content for our followers and community

Skills and Abilities

- #1 for DWW is a love of animals and the work of Dogs with Wings!
- Empathy for unique client challenges
- Ability to work with a strong team of professionals to maintain and strengthen existing relationships, and source new partnerships that create lasting impact for DWW
- Outstanding communication and time management skills
- Extremely organized with strong attention to detail and information management
- Ability to follow directions and report on process and progress as needed
- A positive, empathetic, engaging, respectful personality
- Schedule flexibility to meet daytime and event needs (may be evenings/weekends)
- Pursue work/life balance with passion, dedication, and the need to succeed



Qualifications

- **Completed** post-secondary diploma or certificate in a relevant program that benefits our mandate, vision, goals, and mission
- At least three (3) years of fund development, non-profit experience
- At least three (3) years of experience in a professional position with demonstrated positive outcomes and success

This position reports to the CEO and updates the Development Team regularly, working collaboratively to meet operational goals. This is a hybrid position working at various locations in the community (typically local) and at events/organizations. A valid license, insurance, and vehicle is required. A satisfactory (completed annually) criminal record and vulnerable sector check is required for all DWW employees. Dogs with Wings reimburses mileage and costs for work related purposes.

This position is entitled to one (1) wellness day per month, one (1) week of holidays per calendar year, eight (8) sick days per calendar year, a generous paid holiday closure at the end of each year and flex time. DWW places emphasis on wellness and offers partnerships with external organizations to support the wellbeing of our staff, volunteers, and dogs. **The hourly wage for this position is \$36.11.**

Application Deadline

January 19, 2026, at 5 pm or until a suitable candidate is found.

Application Process

To apply, please submit your resume and cover letter to CEO, Amanda Dubé by email to amanda.dube@dogswithwings.ca. We encourage all interested applicants to apply early as we may interview and hire prior to the end of the closing date to meet operational needs. Only those invited for an interview will be contacted. We thank all interested applicants and encourage you to stay connected to our organization!

We invite applications from all qualified candidates and welcome self-declarations of status in the interest of equity, diversity, and inclusion. If you require assistance with any part of the recruitment process, we encourage you to reach out to our admin team at transformlives@dogswithwings.ca.