



Job Title: Development Liaison

Location: Dogs with Wings Assistance Dog Society, Edmonton, AB (Onsite)

Reports to: CEO

Dogs with Wings Assistance Dog Society (DWW) as an ADI accredited organization and member of Humane Canada in our 30th anniversary year, breeds, trains, places, and supports PTSD/Trauma and Mobility Service Dogs. We also offer a Facility Dog Program that services the Stollery Children's Hospital, the largest Child and Youth Advocacy Centres in Western Canada, RCMP, Police Stations, Victim Service Units, and Courtrooms. Additionally, we support clients through our Therapy, Wellness, Companion, and Adoption programs.

We have a committed Board of Directors, a team of up to (typically) 20 diverse professionals, and over 200 volunteers who support the success of our operations. Our mission is to empower individuals through highly trained Service Dogs and a supportive community focused on transformative impact. Our vision is to transform lives, one moment at a time and advance the Service Dog sector. Our dream is wellness and support for all.

We are growing our team, and we'd love to hear from you!

Reporting to the CEO and working alongside the Development Team, this full-time, permanent, hybrid position offers a great opportunity to strengthen existing partnerships, create new relationships, and expand DWW's organizational reach and impact in the community.

Key Responsibilities

- Manage a portfolio of existing corporate supporters while encouraging new partnerships
- Ensure meaningful and regular appreciation is shown to our supporters
- With a present and future focused mindset, engage the community to get involved through a team supported development process
- Ensure the coordination of fundraising activities across DWW in cooperation with the CEO and Development Team to achieve yearly financial targets
- Act as the Gala Sponsorship/Silent Auction Team Lead (September event)
- Represent DWW at 3rd party fundraising events (Golf tournaments, corporate days)
- Share compelling presentations (public speaking) with various audiences
- Maintain accurate notes using specific evaluative metrics and CRM tools
- Participate in regular development and staff meetings and team activities
- Act as the Gala Sponsorship Lead (September event)

Skills and Attributes

- #1 for DWW is a love of animals!
- Empathy for unique client challenges and the ability to use trauma informed support
- Excellent interpersonal skills, with the proven ability to establish and maintain positive relationships with a wide range of individuals
- Outstanding written and oral communication skills



- Demonstrated experience in the full spectrum of development including fundraising policies, solicitations, stewardship, donor recognition, and administration
- Proficient with a variety of software and digital applications, including but not limited to Microsoft/Windows applications (such as Donor Software, Teams, SharePoint, One Drive, Office applications, Zoom, Canva, Adobe)
- Pursue work/life balance with passion, dedication, and the need to succeed

Qualifications

- A proven history of success in fundraising, events, donation solicitation and meeting revenue targets
- The ability to create, read and interpret budgets, financial statements, gaming applications and reports, and donor software reports
- Post secondary diploma or certificate in a relevant program that benefits our mandate, goals and mission
- A positive, empathetic, respectful personality, with the ability to support clients with various potential health conditions and animals of various ages/stages, in a variety of settings that require trauma informed responses and sensitivity awareness

Compensation & Benefits

This position is entitled to one (1) wellness day per month, three (3) week of holidays per calendar year, eight (8) sick days per calendar year, a generous paid holiday closure at the end of each year, flex time, 50/50 cost shared life, health, dental benefits following the completion of a successful ninety (90) day probationary period, and wellness benefits. DWW places emphasis on personal and professional wellness and offers partnerships with external organizations to support the wellbeing of our staff, volunteers, and dogs. **The yearly salary for this position is \$60,000**, minus applicable deductions.

Our work environment is collaborative, supportive, and dog-friendly, providing a meaningful and rewarding experience for those passionate about making a difference. This role is considered a lifestyle position, rather than a traditional job. Extensive travel, fieldwork in remote locations, and caring for service dogs in training 24/7 are the norm. 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.

Application Process

To apply, please confidentially submit your resume, cover letter, and a one-pager outlining your development experience and success prior to March 20th end of day, to our 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.