



Ontario SPCA and Humane Society

Development Officer, Eastern Region

Posted On: September 17, 2026

Closing On: November 1, 2026

Location: Remote with regular travel throughout region and to our Provincial Office in Stouffville.

Employment Type: fulltime

Level: intermediate

Salary Range: \$65,000 to \$75,000 commensurate to experience

Website: <https://ontariospca.ca/>

Who We Are

The Ontario SPCA and Humane Society is a registered charity and has been operating for 150 years. The Society provides care, comfort and compassion to animals in need in communities across Ontario; we value all animals and advocate to treat them with respect and kindness. We strive to keep pets and families together and do so through a variety of community support services.

Our Values

Our core values include having compassion for the people and animals we serve. Being transparent with the individuals we interact with every day and the team members we work with. Each day striving for excellence in relation to animal welfare. Collaborating with one another to ensure a team spirit in caring for the animals. We take accountability for our actions and the impact we are making in pet-related care. All our values add up to ensure the upmost care, comfort and compassion and to treat the animals and the communities we serve with respect and kindness.

- Compassion
- Transparency
- Excellence
- Collaboration

- Accountability

Why You Should Join Our Team

- Be part of an energetic team environment with others who share your passion for animal wellbeing!
- Competitive compensation package including medical, dental and vision benefits
- Employee Family Assistance Program
- Paid sick time
- 3 weeks of vacation to start!
- Predictable daytime hours
- Free onsite parking
- Discount on Ontario SPCA apparel, Paws & Give merchandise, Virtual pet care, and pet food too!
- Opportunities for professional development

Opportunity

Reporting to the Director of Philanthropy, the **Development Officer, Eastern Ontario** is part of a new Philanthropy team responsible for generating critical revenue for the Ontario SPCA's community-based strategic funding initiatives.

The Development Officer will build a new and ongoing base of local philanthropy, focusing on \$10,000+ partnerships with individuals, businesses, and foundations through strong relationships and the highest standards of cultivation, solicitation, and stewardship. This role will focus on relationship building in support of our communities in Leeds & Grenville (Brockville), Renfrew County (Pembroke) and Cornwall.

Key Responsibilities

Donor Relationship Management (80%)

- Act as the primary lead to develop and implement local individualized strategies to identify, cultivate, solicit, and steward a portfolio of major gift prospects, businesses and foundation donors that will increase engagement and revenue in support of the Ontario SPCA
- Develop, maintain, and manage a portfolio of approximately 75 qualified prospects and donors with a capacity to give one-time \$10,000+ and multi-year gifts + within

the animal centre community; conduct research as required; continually populate the pipeline with local businesses, foundations, and individuals

- Personally conduct cultivation, solicitation, and stewardship activities to meet revenue and donor-facing activity targets
- Customize donor-facing communication materials – presentations, gift proposals, gift agreements and recognition and stewardship plans – to support local cultivation, solicitation, and stewardship activities
- As a community matter expert on local philanthropy and fundraising best practice, work collaboratively with the Community Outreach team and Animal Centre Managers to identify and execute on opportunities to engage local prospects and donors in all aspects of our fundraising initiatives and mission
- Actively collaborate with Development colleagues where donors may overlap with Leadership Giving, Annual Giving, Planned Giving, Corporate Giving and Community Events

Administration/Operations (20%)

- Utilize Raiser's Edge to document and track donor activities and support KPI tracking and reporting according to organizational practices
- Support the creation and implementation of annual community fundraising operational plans, revenue targets, and budgets

Additional Functions

Including but not limited to:

- Other duties as required by the Society

Qualifications

- University/College degree and additional training in fundraising or not for profit management is a strong asset
- 5+ years relevant direct experience in personally securing donations from individuals, foundations and businesses
- Experience managing and activating a portfolio of donors, including developing a pipeline, prospect research, and moving prospects through a journey from identification and qualification to solicitation and stewardship

- Demonstrated ability to develop new and steward donor relationships with prospects, donors and volunteers
- Proven ability to manage multiple priorities on tight deadlines
- Exceptional presentation, communication and writing skills
- Working knowledge of Raiser's Edge
- Advanced skills in MS Office Suite (Outlook/Word/Excel/PowerPoint)
- Existing in-depth knowledge of the Eastern Region communities (Brockville, Pembroke, Cornwall), with preference given to candidate residing in or near these areas
- Must have open availability, including days, evenings, weekends, and holidays.
- Must have the ability to work onsite at one of the Animal Centres in Eastern Ontario (Brockville, Pembroke or Cornwall), have the ability to travel within the assigned region and travel to the provincial office in Stouffville as required
- Ability to work remotely as approved
- Must have a valid driver's license and access to a reliable vehicle for travel

We Can't Wait to Meet You!

- **Click Apply Now and upload your resume and cover letter.**

We wish to thank all applicants for their interest in the Ontario SPCA and Humane Society, however only those selected for an interview will be contacted.

The Ontario SPCA and Humane Society is committed to fostering an inclusive and accessible workplace. Accommodation is available throughout the recruitment process upon request. For any questions, suggestions or required documents regarding accessibility in a different format, please contact us at [888-668-7722](tel:888-668-7722).

Our Commitment to a Human-Centered Hiring Process

Our organization complies with Ontario Employment Standards Act, 2000, and relevant privacy legislation. While we use technology to help manage applications efficiently, resumes are personally reviewed by a member of our recruitment team. From screening to interviews and final decisions, our process is rooted in a human-centered approach.