



**Corporate Sponsorship Coordinator  
Volunteer Position**  
Calgary or Edmonton Regions

**POSITION DESCRIPTION**

**Who Are We**

Tails of Help is a volunteer-driven registered charity focused on helping Albertans in need. Approved by the Alberta Veterinary Medical Association, we help fund essential veterinary care for ill or injured pets of owners who are experiencing financial hardship. Our goal is to help keep pets healthy and with their loving families.

**Who Do We Help**

We help seniors, disabled, or low income pet owners who own pets that need essential veterinary treatment. We can help care for companion animals of all kinds, from dogs and cats to birds and ferrets.

Tails of Help has the objective to provide assistance to the Alberta pet owner facing financial hardship whose companion animal is ill or injured and requires essential veterinary care. Tails of Help also strives to educate the public on the cost and responsibilities of pet ownership, including disease and injury prevention. The goal is to help reduce the burden on animal shelters, humane societies and social services in the province by keeping pets healthy and with their loving families.

*All Staff and Volunteers are required to maintain a high level of professionalism and act as  
an ambassador for*

*Tails of Help*

*and*

*Have an appreciation and respect for animals, and the values and objectives of*

*Tails of Help*

**Objective of the Role:**

- This position will assist in the development and growth of the corporate sponsorship base to help achieve revenue goals that will support delivery of charitable services for Tails of Help. In collaboration with the Executive Director, develop and implement the corporate sponsorship strategy based on existing goals and current sponsorship deck.

**Duties, Responsibilities & Skills:**

- This role will identify new potential corporate partners and develop strategies based on research and evaluation. The role will assist the ED to build and cultivate sponsors for the organization and assist in creating strategies for each identified company given their philanthropic mission.
- Develop a pipeline of new prospects through outbound solicitations; networks and contacts
- Work with the Executive Director to strategize on all philanthropic potential with each corporation or organization prior to activity.
- Assist in the development and execution of pre-meeting activity, including pitch, presentations, and proposals.
- Execute post-contract activities for new sponsorships including maintaining communication with corporate partners to keep them current on value-added opportunities and to acknowledge their donations and contributions.
- Develop and maintain a corporate sponsorship database
- Provide a monthly report on sponsorship activities

**This position requires:**

- Strong corporate networks and contacts
- Strong negotiation and clear communication skills, both written and verbal.
- Self-motivated and goal oriented with the ability to thrive and work independently and as part of a small team.
- Excellent computer skills, specifically MS Office products (Excel, Word, PowerPoint)
- Strong attention to detail and accuracy, the ability to prioritize, meet deadlines and ability to problem-solve
- Excellent written and verbal communications skills. Significant prospect research experience or willingness to develop these skills
- Ability to build rapport with donors, volunteers, and the public with diplomacy, discretion, and customer-service orientation.
- Must be a reliable and dependable team player, and have the ability to work with a diverse group of individuals

**Time Requirements:**

- This is a volunteer position and hours are flexible.

**Orientation & Training:**

- Information/orientation sessions include Tails of Help information, purpose and mandate of the organization.
- Monthly team meetings and regular teleconference calls with the Executive Director
- Support from the organization, Executive Director, committee(s), peers and Board

**Benefits:**

- Assist Tails of Help to achieve our objectives - keeping pets healthy and with their loving families
- An opportunity to assist in the development and execution of a corporate sponsorship strategy for a growing charitable animal welfare organization
- An opportunity to develop practical and measurable corporate and public relation skills and experience
- An opportunity to develop and build on professional contacts and networks
- An opportunity to work with Senior Management, Boards, peers and volunteers
- Reference letter

**Screening may include all or some of the following:**

- Application
- Information/Orientation Session
- Interview
- Reference checks
- Successful completion of a Police Check

**Reports to:**

Executive Director, Tails of Help

**TO APPLY:**

Please email your resume and a brief covering letter outlining your experience in the corporate sector and why you want to volunteer for Tails of Help. Please email your application to [andrew.ewan@tailsofhelp.ca](mailto:andrew.ewan@tailsofhelp.ca) with the position you are applying for in the subject line.