



**Matching Gift & Payroll Donations 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:**

- The Matching Gift Coordinator role is responsible for developing and executing the matching gift program, a component of fund development. This position entails communicating with individual donors, corporate organizations and HR departments to ensure knowledge about the possibility of matching gifts, as well as providing guidance to Tails of Help about maintaining and updating appropriate information on the website and developing relevant marketing materials.

**Duties, Responsibilities & Skills:**

- The Matching Gift Coordinator reports to and works in collaboration with the Executive Director
- Assist the Executive Director to create and execute a strategy for the development of the organization's corporate matching and payroll donation plan
- Develop corporate matching and payroll donation opportunities with individual donors, corporate organizations and HR Departments
- Checking individual donations against the donor's employer to see if they are eligible for a corporate match
- Reaching out to individual donors to inform them of the possibility of a corporate matching gift
- Providing donors with appropriate information and guidelines to make the match process as effortless as possible
- Develop, maintain and update the matching gift information on data base
- Sending timely acknowledgements to individual donors and matching gift companies
- Assist and provide guidance about maintaining the matching gift section on the fundraising pages of the Tails of Help website
- Marketing matching gift opportunities via various outlets including social media, email campaigns, and annual fund letters
- Provide a monthly report on matching gift activities

**This position requires:**

- Broad networks and contacts
- Very good 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, corporate staff, 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 matching and giving donation 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 and personal contacts and networks
- An opportunity to work with the public, corporate staff, 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 with donor giving 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.