

# HBSPCA Volunteer Position



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**POSITION:** Research & Major Giving Dept Support

**SHIFTS AVAILABLE:** Thursdays or Fridays 1-4, some remote work is possible

**LOCATION:** 245 Dartnall Road, Hamilton

**This role supports our Major Giving team, playing a vital role in building our partnerships and the programs we can provide to our animals and the community.**

## **Position Summary**

- Collaborate with our Major Gifts and Planned Giving Officer to assist with research and data compilation.
- Compile data into an organized format, including table of contents, abstract, etc
- Some data entry into the database (SPCA uses Blackbaud Raisers Edge. Training will be provided if necessary)

## **Right for you if:**

- You are an individual with a sense of commitment and passion for what you do.
- Work focused and detailed oriented.
- A passion for making an impact.
- Experience with research

## **Qualifications**

- Strong research skills
- Strong written and communication skills
- Proficiency in Microsoft Outlook Word & Excel

## **Requirements**

- Agree to submission of a clean Police Check
- All volunteers are required to be fully COVID-19 vaccinated.