



Professional Volunteer Opportunities

MEOW Foundation is evolving and growing, and we are looking for professional volunteers to help us.

As we do not receive municipal, provincial, or federal supports, our operations and social enterprise ventures are achieved through the kindness of private donors and volunteers.

We are interested to hear from individuals who are passionate about championing the goals, mission, and vision of MEOW Foundation, enjoy engaging in the non-profit sector and are looking for a sense of personal fulfilment in animal welfare.

Opportunities

- Treasury & Finance
- Communications, Marketing & Events
- Retail Operations (MEOW Charity Thrift Shop and Regal Cat Café)
- Legal
- Fund Development
- Project Management
- IT/Business Services

Benefits & Perks

- Collaborate with a caring and knowledgeable team of staff and volunteers.
- Staff and Volunteer discounts at the MEOW Thrift Shop and The Regal Cat Café (10% off branded merchandise).

Contact Us

- Email us with your interest, experience summary, ideas, availability and resume to: careers@meowfoundation.com
- Expressions of interest will be reviewed by our volunteer Board of Directors.
- Submissions accepted through March 31, 2023.

Details

- **Treasury & Finance** (Two Board of Director positions are available)
 - Promote improvements to existing budgeting processes, reporting packages, and overall performance.
 - Provide insightful analytics to support Board decision-making.
 - Help ensure business practices, policies and procedures adhere to all regulatory practices and standards (audit).
 - Improve efficiency and automation.
 - Develop and enhance financial strategies and ensure internal controls are in-place to effectively manage assets and revenues.
 - Provide guidance, mentoring and supervision to accounting staff.
 - Anticipated commitment is 10-20 hours/month.

- **Communications, Marketing & Events**
 - Videography - and other creative mediums to prepare high quality promotional content and collateral. (Please provide portfolio or samples).
 - Writer - content creation for blogs, newsletters, events, and campaigns (creative/fiction and non-fiction). (Please provide portfolio or samples).
 - Events – research opportunities, complete registration, organize and execute logistics, recruit volunteers and teams, set-up/take-down, facilitate media opportunities.

- **Retail Operations** (MEOW Charity Thrift Shop and Regal Cat Café)
 - Provide operational guidance, expertise, and sophisticated modelling to continue to improve profitability.
 - Optimize profitability through innovative, fit-for-purpose operations practices, special projects, programs, and events.
 - Achieve overhead savings while maintaining or improving quality of service.
 - Secure new relationships with vendors and contractors for donations to support operations and new programs and events.

- **Legal** (Board of Director position)
 - Board governance
 - Fiduciary responsibility
 - Strategic and tactical guidance

- **Fund Development**
 - Lead/support development of long-term strategic and sustainable plan
 - Improve techniques and tactics to achieve fund-raising targets
 - Champion stewardship
 - Bolster relationships with current donors; nurture relationships with future donors

- **Project Management**
 - Prepare sophisticated operating models, feasibility studies, cost estimates and detailed cost plans for projects and ventures (new retail location and new veterinary clinic).

- **IT/Business Services**
 - Develop and implement IT policies and procedures.
 - Physical and digital security (cyber security).
 - Develop and maintain IT infrastructure for our various business areas.
 - Support staff and volunteers with technical issues.
 - Lead selection and implementation of new software.
 - Oversee IT vendors and contractors.

About MEOW

Established in 2000, MEOW Foundation is a cat-specific registered not-for-profit organization with a no-kill mandate. MEOW is the only organization in Calgary that offers four foundational programs.

- 1) Rescue and Adoption provides food, shelter, and medical care to stray and abandoned cats in Calgary and facilitates their adoption into new, loving permanent homes.
- 2) Subsidized Spay Neuter Assistance Program (SNAP) for Calgarian's in-need to assist with the cost of spay and neuter.
- 3) Trap Neuter Return (TNR) Program for feral cats.
- 4) Cat Food Assistance (CFA) is a temporary support program if you are in need of cat or kitten food.

Through our programs, we advocate for responsible, compassionate animal care and assist over 2500 cats each year.

MEOW is a well-respected member of the animal rescue and services community in Calgary and works closely with other local and Alberta based groups to change the lives and provide a future for abandoned and mistreated companion animals.

Further information about MEOW Foundation is available at www.meowfoundation.com

Thank you for your interest and consideration,
MEOW Foundation, Board of Directors