



Building strength, stability and independence.

Title: Engagement & Event Coordinator (Full Time)
Reports To: Manager, Major Giving and Sponsorship

About Habitat for Humanity

Habitat for Humanity is one of the most well-known non-profits in the world. We help families build strength, stability and independence through affordable home ownership, and we have an exciting opportunity for a Fund Development Assistant to join our team in Calgary.

With the support of sponsors, donors, community partners and volunteers, we build homes alongside future homeowners to provide a solid foundation for better, healthier futures. Families purchase their homes through Habitat's affordable mortgage, where mortgage payments are geared toward each family's income level, and never exceed more than 30 per cent of their total household income. Since 1990, we have partnered with more than 300 families across southern Alberta, changing the lives of more than 1000 children.

We also operate three ReStores in southern Alberta – two in Calgary and one in Medicine Hat. The ReStores sell new and gently used furniture, appliances, building materials and more, at heavily discounted prices. Products are donated by businesses and individuals in the community and the proceeds from these sales support Habitat for Humanity.

Purpose:

The Engagement & Event Coordinator is part of the team that delivers strategic community fundraising programs that enables individuals and organizations a meaningful and effective way to support working families and their children achieve strength, stability and independence through affordable home ownership. The Engagement & Event Coordinator reports to the Manager, Major Gifts & Sponsorship and plays a critical role in the fund development team to ensure growth and sustainability. The role is responsible for coordinating Habitat's Build Day event program, Women Build program, and third-party fundraising. As well, will participate in communication and prospecting activities involving but not limited to email, direct mail, grant applications, and relationship building/stewardship vehicle.

This role requires skills in fund development, event management, communications, and marketing, to build long-lasting and mutually beneficial partnerships with businesses and community organizations.

Key Responsibilities:

Engagement and Marketing

- Develop donor proposals, grant applications, stewardship reports ensuring all deadlines are met
- Assist with the relationships with donors, prospective donors and key stakeholders
- Support stewardship agreement components to ensure all parts are executed

- Digital content management – set up and administer online information and scheduling for database cultivation and Habitat signature events (Salesforce, Rallybound software experience is an asset).
- In collaboration with the Marketing and Communications team, coordinate:
 - Marketing material for a variety of audiences (posters, holiday cards, letters, brochures)
 - Create donor focused stories for digital platforms, reports, updates and other material.
 - Set up digital fundraising pages, as required.
- Ability to articulate Habitat’s mission to a variety of stakeholders in a meaningful, brand-aligned, and consistent fashion.

Events

- Manage HFHSA events, including:
 - Home Dedications and Ground breakings
 - Liaise with construction, family services and volunteer services teams.
 - Manage invitation lists and arrange for food and gifts for donors.
 - Facilitate meetings between families and donors.
 - Support development of key messages, speaking notes, and collateral.
 - Work with marketing to coordinate media.
 - Third Party Events
 - Support third party events within the boundaries of written agreements.
 - Identify and apply for high-profile, high revenue third party fundraising events.
 - Monitor and respond to third-party event requests.
 - Work with third-party organizations and groups to support their fundraising and engagement activities. Engage the senior leadership team as appropriate.
 - Ensure follow-up activities are completed and consistently on-brand (generating thank-you, gifts and recognition).
 - Build Day Events
 - Manage the logistics associated with Build Days (lunches, T-shirts, registration, scheduling, digital fundraising pages, special Build Days, sponsorship benefits, etc.).
 - Manage and market the Build Day program; coordinate and integrate Build Days effectively with the construction and volunteer teams.
 - Cultivate long-term relationships with build day volunteers and donors.
 - Evaluate, assess, and practice continuous improvement.

General

- Communicate to all partners the unique impact and relevance of our model.
- Work with staff to develop CRM processes, which record program activities and donor interactions, support donor relationships, analyze and plan future engagement, and comply with tax receipting requirements.



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- Actively research trends, issues and best practices in fund development, including fundraising platforms; make suggestions for improvements.
- Work collaboratively with fund development and marketing teams to analyze the successes and failures of past campaigns; build or support and implement effective individual giving, monthly giving and major event (Women Build) campaigns.

Qualifications:

- A university degree or equivalent experience, with a minimum of 3-5 years' experience in marketing, communications, business or fund development.
- Must be comfortable talking with senior leaders, board members, and stakeholders.
- Excellent communication (both verbal and written) and interpersonal skills.
- Strong event planning and organizational skills.
- Demonstrate great judgment and nimble thinking.
- Ability to work in a multi-cultural environment and implement practices supportive of diversity.
- Welcomes responsibility and enjoys taking on a challenge.
- Some evenings and weekends may be required.

This is a fast-paced, supportive team environment with multiple priorities and competing deadlines. The successful candidate is well-rounded, experienced in development, has a “can-do” attitude, and is customer and solutions-focussed. He/She/They will be an active member of the Fund Development Team working collaboratively with other departments and passionate for helping families build stability for themselves and their children through affordable home ownership. This is an opportunity to bring your energy, skills and experience to work every day and to build your career. You will be reporting to the Manager, Major Gifts & Sponsorship and have ownership of your own portfolio.

Please send your cover letter and resume to jobs@habitatsouthernab.ca with **Engagement & Event Coordinator** in the Subject line.

Habitat for Humanity Southern Alberta is an equal opportunity employer. We thank all applicants for your interest in this position. Please note that only those candidates selected for an interview will be contacted.