



Manager of Philanthropy

Type:	Full-time Permanent
Reports To:	Director of Philanthropy
Direct Reports:	None

Do you aspire to give children brighter futures? Do you want to help end the affordable housing crisis in Calgary and across southern Alberta? Do you want to help build safe, stable, affordable housing to change the lives of families in our communities? Do you want to empower working families to help themselves? Habitat for Humanity is one of the world's most trusted and recognized non-profits. Here in Southern Alberta our mission is helping local working families achieve strength, stability and independence through our affordable homeownership program.

The Opportunity

We are seeking a results and team-oriented fund development professional to join us. If you have proven experience in major gifts, sponsorships, annual giving and grant applications, and you are excited by the opportunity to grow in these areas, we want to work with you.

You will be joining a fun, hard-working and cohesive team of professionals who are strong in their individual areas yet have a "can-do" attitude and pitch-in as needed as part of a small team. You work well independently as well as collaboratively in moving proposals and projects to completion. You thrive in a fast-paced and results-oriented environment.

Key Responsibilities Include:

- Identifying, cultivating, soliciting and stewarding prospects and donors
- Managing a portfolio of prospects and donors including individuals, corporations, foundations, service clubs and select third-party events through the giving cycle from applications and proposals to recognition, stewardship and reporting
- Achieving operational fundraising goals
- Ensuring thorough and regular tracking and reporting of all donor and volunteer engagement using the appropriate software tools

Qualifications:

- University degree, related education, or equivalent experience in a relevant area
- Minimum of 5 years' direct experience in fund development including grant applications, annual giving, sponsorships and major gifts
- Proven track record of successful donor and sponsor cultivation, solicitation and stewardship (\$10,000 to \$100,000)
- Excellent listening, collaboration, and fund development skills
- Excellent written and verbal communication skills



- Exceptional interpersonal skills and proven ability in developing and maintaining strong relationships with corporate partners, individual donors, volunteers and colleagues
- Welcomes responsibility and enjoys taking on a challenge
- Ability to work in a diverse environment and implement practices supportive of diversity
- Committed to ethical fundraising practices and aware of CRA fundraising guidelines
- Access to transportation required
- Some evenings and weekends may be required
- Experience with Salesforce would be an asset

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 Director of Philanthropy and have ownership of your own portfolio.

To Apply

Please submit your cover letter and resume in confidence to jobs@habitatsouthernab.ca. Candidates will be interviewed on an on-going basis until a successful candidate is hired. Salary and benefits commensurate with experience.

About Habitat for Humanity

Habitat for Humanity Southern Alberta Habitat is a non-profit organization based in Calgary that brings the community together to help local working Southern Alberta families achieve strength, stability and independence through affordable home ownership. With the help of donors, sponsors, community partners and volunteers, we build quality affordable homes for families to purchase through our own affordable mortgage program. Families purchase their homes with no down payment, no interest, and mortgage payments never exceed more than 25 percent of each family’s total household income. This is a transformational opportunity for families and provides a solid foundation for better, healthier futures. Since 1990, we have partnered with nearly 300 families across southern Alberta, improving the lives of more than 800 children.

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.