



Philanthropy Officer

Type: Full-time Permanent

Title: Philanthropy Officer

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 empower working families to build stable futures for 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-driven and team-oriented fund development professional to join us. You have a minimum of 3 years in development. You have strong analytical and data systems skills. You have demonstrated the ability to work with data to drive fundraising results. You are excited to apply your professional, creative and strategic approaches to growing Habitat's annual giving and mid-level giving programs to build a strong giving base for Habitat. You are able to take innovative and inquisitive approaches to acquire, sustain, grow and steward donors; and at the same time, identify and build the major gifts prospect pipeline for the organization.

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

Key Responsibilities Include:

- Develop, manage and execute all annual and mid-level giving activities (online and off-line) using multiple channels, products and approaches
- Craft strategies to maximize annual and mid-level giving (from data collection, solicitation to stewardship)
- Liaise with vendors and various internal team members to manage and coordinate production, implementation, mailing lists and database updates
- Develop and/or improve upon reports on the programs for tracking and decision-making
- Manage and develop microsites related to annual giving campaigns
- Achieve operational fundraising goals
- Ensure thorough and regular tracking and reporting of all donor and volunteer engagement using the appropriate software tools.

Building strength, stability and independence.



Qualifications

- A university degree in a relevant area and/or a minimum of 3 years direct experience in fund development including annual giving and larger gifts (through mid-level, sponsorships or major gifts)
- Self-motivated, detail-oriented and highly organized
- Experience working with databases, performing analysis, analytics and reports for segmentation, lead generation and stewardship; Salesforce experience an asset
- Demonstrated success with managing and growing annual giving, mid-level and other fundraising programs
- Excellent listening, collaboration, and fund development skills required
- Excellent written and verbal communication skills
- Exceptional interpersonal skills and proven ability in developing and maintaining strong relationships with individual donors, corporate partners, volunteers and colleagues;
- Ability to work in a multi-cultural environment and implement practices supportive of diversity
- Committed to ethical fundraising practices and knowledge of CRA fundraising guidelines
- Access to transportation required
- 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 customer- and solutions-focussed, and is excited by the opportunity to build their development career and help working families at the same time. You will be an active member of the Philanthropy Team working collaboratively with other departments passionate for changing lives through creating affordable homes for working families and their children. You'll be reporting to the Director of Philanthropy.

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

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. Families purchase their homes with no down payment and 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, affecting 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.

Building strength, stability and independence.