



JOB DESCRIPTION

Title: Development Officer
Reports To: Vice President, Stakeholder and Community Engagement
Direct Reports: None

The Opportunity

The need for affordable housing is urgent, and there is a collective desire to address this critical issue. Governments, businesses, social agencies, and individuals want to make a difference. As an experienced fund development professional you will find ways to mobilize this desire to elevate community contributions.

Why We Stand Out

HFHSA boasts a diverse range of skills and capabilities, operating as a homebuilder and land developer (\$7M per year), bank (\$60M in assets), social enterprise operator (over \$5M in sales annually from three ReStores), human service organization, volunteer manager, fundraiser, and housing advocate. Our sustainable funding model, coupled with our ability to self-generate funds through our social enterprise, sets us apart in our pursuit of making affordable housing a reality.

The Role:

The Development Officer is responsible for fundraising and stewardship activities. The position is accountable for a portfolio that includes annual giving, grant writing, third party-events, sponsorships of signature events and mid-level stewardship, to mention a few. This position plays an integral role in the success of Habitat for Humanity Southern Alberta (HFHSA) fundraising and donor stewardship efforts.

Responsibilities:

Fund Development

- Lead the annual giving program.
- Responsible for supporting third-party events such as golf tournaments, charitable casinos, and annual Ride Through the Rockies.
- Write and obtain grants and sponsorships for the organization.
- Track activities in appropriate systems.

Donor Relations and Stewardship

- Ensure donors are acknowledged and recognized.
- Track donor relations and stewardship activities in Salesforce.



- Work closely with the Director of Development and the rest of the Fund Development team to report to donors on the use of gifts, to arrange meetings between donors and beneficiaries if appropriate, and to help celebrate gifts.

General Responsibilities

- Collaborate with the Fund Development and Marketing teams.
- Able to articulate HFHSA's case to a variety of stakeholders clearly.
- Adhere at all times to ethical fundraising standards.
- Work collaboratively with Fund Development and Marketing teams to evaluate campaigns.
- Aid in the implementation of effective fundraising for all programs.

Qualifications:

- University degree, related education, or equivalent experience in business, marketing or fund development.
- Minimum of two years' direct experience in donor relations or fund development.
- Minimum two years' experience coordinating, writing and producing direct response fundraising appeals including direct mail, newsletters and donor calling.
- Experience writing and obtaining grants and sponsorships.
- Proficiency in Salesforce or equivalent CRM an asset.
- Proficiency in MS Word, Excel and Outlook. Experience with Office 365/SharePoint an asset.

Skills and Qualities:

- A passion for fundraising and donor-centric communication.
- Effective communication and writing style.
- Proven ability to coordinate projects with multiple stakeholders and deliver programs on time.
- Highly organized with ability to work to strict deadlines.
- Detail-oriented with proven capacity to check your own work.
- Exceptional interpersonal and communications skills.
- Ability to communicate the values and programs of HFHSA in a way that lets donors understand how their support makes a difference.
- Strong values aligned with Habitat's mission, demonstrated through work or community service.

The Mission

Housing affordability is one of the most significant issues facing our community. Affordable housing is essential to achieve our community's aspirations for safety, mental/physical health, inclusiveness, educational outcomes for our children and for Alberta to attract and retain the workforce it needs to grow.



Habitat for Humanity provides a path to home ownership for working families enabling them to thrive. When families have stable affordable housing kids can put down roots and parents can start planning for a brighter future.

As part of Habitat for Humanity, one of the most trusted and recognized non-profit brands in the world, Habitat for Humanity Southern Alberta (HFHSA) works to deliver on this mission for families in Calgary and the surrounding communities.

We Do This By:

Building high quality, energy efficient homes with the help of sponsors, donors, community partners and volunteers.

Supporting working families to purchase these homes with no down payment. These families are provided an interest free mortgage by HFHSA.

Sustaining growth to build more homes by using the monthly mortgage payments to seed the next development. This cycle of paying-it-forward means every home built helps a family and provides mortgage proceeds that help build the next home. A uniquely sustainable financial model.

Application Deadline: October 16, 2024

Please apply with a Resume and Cover Letter to: jobs@habitatsouthernab.ca.

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.