

The Organization

Habitat for Humanity is one of the most trusted and recognized non-profit brands in the world. Habitat for Humanity Southern Alberta (“Habitat”) is one of the only affordable home ownership providers in Southern Alberta, addressing a critical need in our community – helping hardworking families achieve housing stability. Through Habitat, kids can put down roots and parents can start planning for a brighter future in a safe and secure neighborhood. With the help of sponsors, donors, community partners and volunteers, Habitat builds quality homes and helps families enter the housing market by purchasing homes through our affordable mortgage program. These no interest mortgage payments are used to build more homes for more families, creating a cycle of paying-it-forward and a sustainable financial model. Home ownership builds long-term stability and independence for families, while offering lasting, tangible benefits to our entire community.

Habitat is also fortunate to have one of the largest and most successful ReStore operations in Canada. The ReStore is a social enterprise that sells new and gently used furniture, appliances, and building materials. Products are donated by businesses and households, and with three retail outlets, the ReStores are a large enterprise, contributing \$1M annually to Habitat’s mission.

Habitat for Humanity Southern Alberta was established in 1990 and now works in the 13 communities across Alberta, managing a portfolio of approximately 250 families, with a \$6M annual new construction program that builds 20 – 25 new homes a year. To date, Habitat has partnered with over 300 families, impacting the lives of more than 900 children.

Habitat is a complex organization with several different operating components to its whole, each bringing its own unique and connected set of challenges in support of our sustainable financial model: an affordable homeownership program, a land acquisition and construction program, a volunteer program, multiple fundraising programs, community relationship building and the ReStore retail outlets. Success at Habitat is when the entire organization works together to dramatically increase impact, while having fun and learning along the way. The culture at Habitat involves no ego driven mandates and is built on passion and purpose.

The Opportunity – Director of Philanthropy

Reporting to the Vice President, Community Engagement, the Director of Philanthropy plays a key leadership role in planning, developing and implementing comprehensive development programs to increase individual, corporate, and institutional investments in Habitat. The Director of Philanthropy will actively participate in the full scope of development activities, relating to the research and identification, cultivation, solicitation, recognition and stewardship of a portfolio of prospects and donors to Habitat. Leading a small dynamic team, the Director will design, manage and evaluate innovative and robust fundraising strategies with new and existing donors which support our goals, and match Habitat’s objectives with the highest philanthropic aspirations of donors. This foundational role for Habitat requires an accomplished development leader who is an analytical relationship builder; a leader who truly believes in our story and wants to make a difference in the lives of children and the communities we serve.

Key Outcomes of the Director of Philanthropy include:

- The Habitat mission is communicated effectively to donors and sponsors
- Fundraising goals are achieved
- Fundraising revenues are sustainable on a multi-year basis
- Funders are appropriately recognized and honoured as partners
- Ethical fundraising practices are followed

Key Responsibilities:

Leadership

- Provide collaborative leadership, direction, motivation and support to a diverse fund development team with shared ownership goals
- Ensure that best-practices are followed
- Provide coaching and counsel to leaders, staff, board members and volunteers engaged in fund raising activities:
 - provide advice about the fund development impact and opportunities of organizational decisions
 - bring forward fund development issues and activities with cross-departmental impacts
 - participate in key organizational decisions
 - advocate for the integration of key components of culture of philanthropy
 - develop the annual fund development operational plan

Strategy

- Lead the development and implementation of an annual comprehensive fund development plan that balances risks and opportunities, ROI and priorities, to achieve an optimal revenue outcome
- Ensure a strategic approach in the implementation of fund-raising programs (ie. clarity of purpose and objectives, audiences and stakeholders, challenges and outcome measurement)
- Develop and apply a compelling case for support for the overall organization and for special projects
- Work with the VP Community Engagement and the communications team to maintain a line of sight to a web of concurrent fundraising, brand, marketing and communications and stakeholder relations activities
- Consult with the Senior Leadership Team to link fund development approaches with operational requirements and opportunities

Fundraising Policy

- Ensure compliance and understanding of CRA policies and procedures and ethical fundraising approaches and guidelines
- Lead in the development and interpretation of policies governing fundraising activities

Fund Development and Program Delivery

- Take a lead role in all major gifts, transformational gifts and major donor relationships
- Ensure that relationships with prospective donors and sponsors are effectively and respectfully managed, with a “donor centered approach”, through a well-established “moves management” processes
- Develop, lead and execute on a broad portfolio of fund development programs that effectively position the variety of opportunities to invest in Habitat’s services and emerging capital projects to donors

- Provide leadership and direction to:
 - Individual, corporate and foundation giving
 - Build Days and Women Build
 - Digital Fundraising
 - Third –party fundraising
- Ensure that a sponsorship and grant management process is developed and utilized to track and ensure the fulfillment of benefits, commitments and reporting requirements to donors and sponsors
- Ensure that an effective and a best in class program of stewardship is in place and implemented

Budget and Financial Management

- Understand economic, business and funder trends of impact to fund development
- Develop the annual fund development budget (operations and revenues), monitor and update performance against budget
- Develop reporting formats and provide fundraising results and projections for construction, undesignated and special project targets against multi-year goals and operational needs
- Work with the CFO to develop strategies for managing shortfalls and/or surpluses resulting from fundraising issues or the timing of revenue
- Provide the CEO with revenue forecasts in a format appropriate for the Board
- Ensure that appropriate campaigns and revenue targets are accurately recorded in the database

Core Competencies and Qualification:

- Bachelor’s degree or diploma/certificate in Fund Development, related discipline or equivalent experience
- At least 7+ years of cumulative fund development experience in a complex environment that has included team leadership and at least 5 years of major gift fundraising
- Previous experience strategizing, building, or expanding a fund development program with an in-depth understanding of major gift programs and execution, including the integration of prospect research and donor stewardship
- Track record of fund-raising accomplishments, including major gifts
- Excellent communication (both verbal and written) and interpersonal skills
- A systematic and results-focused professional who thrives in an innovative and collaborative team environment with a proven track record of cross collaboration within a complex not for profit
- Creativity and critical thinking skills with the ability to identify and leverage risks and opportunities
- Strong organizational, leadership and mentorship skills
- Relevant marketing experience/knowledge
- Ability to work in a fast-paced environment with changing priorities across multiple projects
- CFRE designation and membership with AFP considered an asset
- Some travel will be required within the geographical boundaries of Southern Alberta
- Access to transportation is required

Please direct all inquiries and applications to Tamara Cohos at tamaracohos@tbcsearch.com in Word or PDF format.

We thank all applicants for their interest. Only candidates being granted an interview will be contacted.