



## **HABITAT FOR HUMANITY SOUTHERN ALBERTA IS HIRING A FUND DEVELOPMENT OFFICER**

### **The opportunity**

The need for affordable housing is urgent, and there is a collective desire to address this critical issue. Individuals, businesses, foundations and governments want to make a difference. As a fund development professional, you will apply your talents towards mobilizing this desire to elevate community contributions to Habitat for Humanity Southern Alberta (Habitat).

**The Fund Development Officer will be responsible for advancing Habitat's mission by developing and maintaining strong relationships with donors and the community. The Fund Development Officer will generate donations from individuals, corporations, and foundations by managing a portfolio of donors and prospects. The position works within the guidelines, policies and mission of the organization and is accountable and responsible for specific projects as assigned.**

### **Why we stand out**

Habitat boasts a diverse range of skills and capabilities, operating as a homebuilder and land developer (\$7M per year), mortgage lender (\$60M in housing assets), social enterprise operator (over \$6M 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.

### **Position summary:**

The Fund Development Officer is responsible for engaging prospects and donors through various activities and initiatives to achieve annual revenue objectives while building a robust pipeline of donors. This position plays an integral role in the success of Habitat's fundraising and donor stewardship efforts.

This is a full-time, permanent position with evening and weekend work required at times for special events and presentations. Valid Class 5 Driver's license and access to a reliable vehicle are required.

### **Key responsibilities include:**

- Identify, cultivate, solicit and steward prospects and donors in coordination with Fund Development team.
- Build and manage a portfolio of prospects and donors including individuals, corporations, foundations and others through the giving cycle from applications and proposals to recognition, stewardship and reporting.



- Engage with prospects, donors and lapsed donors in face-to-face meetings to present on Habitat's mission and opportunities to support.
- Actively solicit funds to achieve revenue objectives.
- Work collaboratively across departments to compile the necessary information for applications and reports.
- Ensure timely recognition, reports and stewardship for donors, grantors and sponsors in coordination with Fund Development Team.
- Ensure thorough and regular tracking and reporting of all donor engagement into Habitat's systems.

**General responsibilities:**

- Able to articulate Habitat's case clearly to a variety of stakeholders.
- Aid in the implementation of effective fundraising for all programs.
- Represents Habitat at public events as needed.
- Assists with special events, third-party events, casinos and celebrations as needed.
- Performs other duties as required.

**Qualifications:**

- University degree, related education, or equivalent experience in business, marketing or fund development.
- Minimum 3 to 5 years of direct experience with demonstrable track record in successful fund development and donor relations.
- Experience writing and obtaining grants and sponsorships.
- Knowledge of Calgary's philanthropic community is considered an asset.
- Proficiency in Salesforce, MS Word, Excel and Outlook. Experience with Office 365/SharePoint an asset.

**Skills and qualities:**

- A passion for donor-centric fundraising.
- Exceptional interpersonal skills and demonstrated ability to work well in a team environment.
- Demonstrate professionalism when working with donors, staff and volunteers from diverse backgrounds and when handling confidential donor information.
- Ability to listen well, anticipate, understand and respond to donor needs and expectations.
- Superior verbal and written communication, including preparing and delivering presentations.
- Proven ability to coordinate projects with multiple stakeholders and deliver items on time.
- Ability to communicate Habitat's values and programs in a way that lets donors understand how their support makes a difference.



- Highly organized with ability to work to strict deadlines.
- Detail-oriented with proven capacity to check your own work.
- Strong values aligned with Habitat's mission, demonstrated through work or community service.
- Adhere, always, to ethical fundraising standards.

**Salary range \$80,000 to \$85,000**

Health and Dental benefits  
Employee and Family Assistance Program  
Health spending account  
Life insurance  
On-site gym  
On-site parking

**Schedule:**

8 hour work day.  
Monday to Friday with evening and weekend work required at times for special events and presentations.

Please apply with a resume and cover letter to: [jobs@habitatsouthernab.ca](mailto: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.*