



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").

Why We Stand Out:

Habitat boasts a diverse range of skills and capabilities from a human service organization, volunteer manager, and fundraiser, to housing advocate. We are also a non-profit homebuilder and land developer (\$7M per year), bank (\$60M in assets) and social enterprise operator (over \$6M in sales annually from three ReStores). 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 for families a reality.

Position Summary:

The Fund Development Officer advances Habitat's mission by developing and cultivating strong relationships with current donors, prospects, and lapsed donors to achieve Habitat's fund development revenue objectives. This includes stewarding, cultivating and soliciting for gifts from individuals, foundations, companies and others. This position communicates the Habitat story effectively and connects the community to Habitat's mission of bringing people together to build homes, communities, and hope.

The Fund Development Officer plays an integral role in the success of Habitat's fundraising and donor stewardship work. This role works within the guidelines, policies and mission of the organization and is accountable and responsible for specific projects as assigned.

This is a full-time, permanent position, with typical hours of 8:00am – 4:30pm from Monday to Friday. Occasional evening and weekend work will be required to attend special events and presentations. A valid Class 5 driver's license and access to a reliable vehicle are required.

Key Responsibilities Include:

Fund Development

- Identify, cultivate, solicit and steward prospects and donors in coordination with the Director, Fund Development.
- Build and manage a robust portfolio of current donors and prospects including individuals, corporations, foundations and others.

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- Engage with current donors, prospects, and lapsed donors in face-to-face meetings to present Habitat's mission and opportunities for support.
- Actively solicit funds to achieve departmental revenue objectives.
- Research and write grant proposals and provide impact reports as required.
- Work collaboratively across departments to compile the necessary information for grants, applications and reports.
- Ensure best practices are followed throughout the giving cycle from donor acquisition to proposals, recognition, stewardship, and reporting.
- Ensure that relationships with prospective donors, grantors, and sponsors are effectively and respectfully managed through a data driven, moves management process.
- Ensure agreements are in place and are saved and stored within the appropriate systems.
- Adhere to ethical fundraising practices.

Donor Stewardship

- Using the stewardship matrix, ensure timely recognition and accurate completion of reports for donors, grantors and sponsors in coordination with the Director, Fund Development.
- 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 fundraisers, casinos and celebrations as needed.
- Performs other duties as required.

Decision Making

Consult with the Director, Fund Development:

- Considering change to strategic components of current programs or processes.
- Key initiatives or new and unusual requests.
- For support and guidance on various situations or opportunities.
- And / or with Leadership members as appropriate with regards to concerns over the relationship with staff, colleagues, partners, or stakeholders.

Inform Director, Fund Development:

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- When possessing information that would aid others to have and / or to correct misinformation.
- Anything that may have significant consequences.
- Anything that stakeholders or community may expect Leadership to know.
- Changes to established partnerships or collaborations.
- Donor relationship issues and opportunities.

Qualifications:

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

Skills and Qualities:

- A passion for donor-centric fundraising
- Exceptional interpersonal skills and demonstrated ability to work well in a team environment.
- Demonstrated professionalism when working with donors, employees, and volunteers from diverse backgrounds and when handling confidential and sensitive 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 own work and receptive to constructive feedback.
- Strong values aligned with Habitat's mission, demonstrated through work or community service.
- Unwavering adherence to ethical fundraising standards.

Compensation:

- Salary Range \$80,000 to \$85,000

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- Health & Dental Benefits
- Employee and Family Assistance Program
- Health Spending account
- Life insurance
- On-site gym
- On-site parking

Please apply with your 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.

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