



JOB POSTING

Title: Event Coordinator
Reports To: Director, Fund Development
Direct Reports: None

What We Do:

Habitat for Humanity Southern Alberta (Habitat) is a registered charity that helps working families struggling with housing affordability by building new affordable housing which is sold to families via Habitat's no downpayment interest free mortgage.

Purpose:

The Event Coordinator is part of the Fund Development team, delivering strategic community fundraising programs which enable individuals and organizations in a meaningful and effective way to support working Canadian families to achieve affordable home ownership. This position plays a critical role to ensure the growth and sustainability of Habitat's fundraising activities. The role is responsible for coordinating Habitat's Build Day event program, along with our signature events (Industry Build and Women Build) as well as third-party fundraising. The Event Coordinator is also responsible for the planning and execution of affiliate Groundbreaking and Home Dedication ceremonies as well as assisting Family Services with Home Possessions and Chapter events. The position also supports the Fund Development team with processing annual giving donations, securing sponsorships, participating with grant writing, donor stewardship and prospecting new sources for donations.

This role requires skills in event management, fund development, communications, and data entry, to build long-lasting and mutually beneficial partnerships with individuals, businesses and community organizations.

Responsibilities:

Events

- Manage Habitat events, including:
 - Construction Groundbreakings and Family Home Dedications
 - Coordinate all logistics including development of event flow and run of show documents.
 - Liaise with Construction, Family Services, Marketing and Volunteer Services teams, as well as with relevant external contractors.
 - Manage invitation lists and arrange for food and gifts for donors.

- Facilitate meetings between families and donors.
- Support development of key messages, speaking notes, and collateral.
- Work with Marketing to coordinate media.
- Work with Family Services on scheduling and coordinating partnership family home possessions including the procurement and delivery of gift baskets.
- Third Party Events
 - Support third party fundraising events within the boundaries of written agreements.
 - Identify and apply for high-profile, high-yield potential, third party fundraising opportunities.
 - Monitor and respond to third-party event requests.
 - Work with third-party organizations and groups to support their fundraising and engagement activities. Engage Volunteer Management, Marketing and the Leadership Team as appropriate.
 - Ensure follow-up activities are completed, recorded, and are consistently on-brand (generating thank-you, gifts and recognition).
- Build Day Events
 - Support this vital hands-on fundraising stream which allows corporations to purchase unique team building experiences where their employees participate in affordable home construction alongside Habitat's Construction team and volunteer Crew Leaders.
 - Manage the logistics associated with Build Days (lunches, T-shirts, registration, scheduling, special Build Days, sponsorship benefits, etc.).
 - Manage and market the Build Day program; coordinate and integrate Build Days effectively with the construction and volunteer teams.
 - Cultivate long-term relationships with Build Day volunteers and donors.

Fund Development

- Assist with the research, securement and maintenance of event sponsorship. This includes the development of proposals, and stewardship reports, ensuring all deadlines are met.
- Assist with the maintenance of relationships with current donors and stakeholders, as well as with prospective ones.
- Support stewardship agreement components to ensure all elements are executed.
- Digital content management – set up and administer online information and scheduling for database cultivation and Habitat signature events and third-party events.
- Ability to articulate Habitat's mission to a variety of stakeholders in a meaningful, brand-aligned, and consistent fashion.



- Assist with the accurate and timely processing of annual giving donations and other Fund Development streams as directed.
- Accurately record program activities and donor interactions, support donor relationships, analyze and plan future engagement, and comply with tax receipting requirements.

General

- Be a strong ambassador of Habitat and communicate to all stakeholders the unique impact and relevance of our model.
- Develop annual budgets and revenue targets for all programs and activities within the Events portfolio.
- Work collaboratively with Fund Development and Marketing teams to analyze the successes and failures of past events and programs and implement necessary changes to allow for continual improvement to bolster net returns.

Qualifications:

- A high school diploma; post-secondary certification in a relevant field would be an asset.
- Minimum of 1-3 years' experience in event management, fund development, communications or business.
- Excellent communication (both verbal and written) and interpersonal skills.
- Strong event planning and organizational skills.
- Proficiency with Microsoft 365 programs.
- Familiarity with CRM programs, specifically Salesforce, would be an asset.
- Demonstrate great judgment, creativity and nimble thinking.
- Ability to work in a multi-cultural environment and implement practices supportive of diversity.
- Welcomes responsibility and enjoys taking on a challenge.
- Must be comfortable both working in an office and on housing construction sites.
- Is passionate about Habitat for Humanity's mission.

About the Position:

- 40 hours per week; standard schedule is 8:00am to 4:30pm, Monday to Friday. Some weekends, early morning and evening work will be required on occasion.
- A competitive salary is offered with a comprehensive benefit package.
- Dress attire: business casual; some branded Habitat for Humanity attire will be provided. An annual allowance for steel-toed footwear is provided for work on housing construction sites.



Please send your Cover Letter and Resume to jobs@habitatsouthernab.ca by **July 8, 2026**, with **Event Coordinator** in the subject line.

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.