



Location: Collingwood - 155 Sandford Fleming Dr

Effective: TBD

Employment Type: .6 FTE

Salary Range: commensurate with skills and experience

Website: www.habitatgeorgianbay.ca

Position: Fund Development Specialist

Who We Are

Habitat for Humanity South Georgian Bay is a non-profit housing organization. We welcome all people without discrimination to join us as we build simple, decent, affordable homes in partnership with low-income families. 100% of all administrative and fundraising costs are paid for by the operation of our ReStores.

The Opportunity

We are seeking a proven fund development professional to lead our fundraising efforts in collaboration with the Executive Director, the Finance and Operations Manager, the Board of Directors, and volunteers. A committed relationship-builder, you will ensure a positive donor experience through engagement, cultivation, and stewardship. Your organizational skills and attention to detail will ensure efficient operation of the annual fundraising program and accuracy in managing the donor database.

Primary Responsibilities

Working closely with the Executive Director, you will create and implement an annual fundraising plan to operationalize our strategic fund development plan. The sources of annual donations will include government and foundation grants, individual gifts, corporate donations / sponsorships, in-kind donations, fundraising events, community (3rd party) events and planned giving / estate bequests.

Specifically, the Fund Development Specialist is responsible for:

Supporting Major Gifts (\$5k+) from individuals, corporations, service clubs and foundations

1. Working closely with the Executive Director to deepen relationships with existing donors through stewardship to grow and/or sustain regular giving.
2. Identify potential new donors (grants, individual, corporate) through research, Board of Directors, volunteers, and staff; work with Executive Director to engage.
3. In conjunction with the Build Manager, maintain existing and develop new relationships with Build corporate partners (Team Builds / Adopt-a-Days),

Direct Response Appeals

4. Working closely with the Executive Director, develop and implement direct response campaigns (print, email, and social media) to cultivate annual, mid-level and monthly donors.
5. Develop and produce appeals including writing and gathering relevant content, ensuring appropriate consent from clients, staff and ensuring accuracy on details of programs from program staff.

Gift-in-Kind donations

6. Develop and maintain a “wish list” by working with the Executive Director and Program Managers to determine what is required / if offered gifts are needed.
7. Act as initial contact, coordinate receipt and distribution of donated goods.

Annual fundraising events

8. Working closely with the Executive Director, volunteers, Finance and Administration Coordinator and Board of Directors, coordinate the successful execution of fundraising events, such as an annual golf tournament.
9. Support the Executive Director and Finance and Administration Manager in working with community event organizers.
10. Identify and assess opportunities for new fundraising events – especially community events – in support of HFHSGB

Volunteers

11. Recruit, train, and steward volunteers to support the annual fund Fundraising program and activities
12. Supervise volunteer tasks in Fundraising (e.g. thank you calls, donor updates)
13. Cultivate volunteers into donors, as appropriate

Communications

14. Using existing campaign and annual fund cases for support, create impactful Fundraising communications messaging and resources such as proposals, appeal letters, brochures, website content, social media posts and campaigns and donor impact reports.
15. Maintain all donor and sponsorship commitments and service agreements

Fundraising Administration

16. Working closely with the Executive Director and the Finance and Administration Manager to develop the organization’s annual fundraising revenue and expense budget, track and analyze fundraising revenue, expenses, and other key performance metrics.
17. Develop required fundraising policies and procedures that reflect Habitat’s Vision, mission and values and which reflect ethical fundraising practices.
18. Stay abreast of successful strategies in the industry and of other Habitat affiliates by connecting with them.
19. Prepare accurate and timely reports for Executive Director, as required.
20. Prepare funder reports in a timely manner showcasing donor impact and documenting progress against funder measurables.
21. Ensure all receipts and thank you letters/calls are accurate, timely and meaningful.

Database management

22. Working closely with the Finance and Administration Manager to ensure all donor records are accurate, complete and up to date in the donor database.
23. Ensure individual donor communication preferences (frequency of communication, donor listings etc.) are identified via direct communication, recorded in the database and respected.

What you will bring to our team

- 3 – 5 years of demonstrated success in a fundraising role
- Post-secondary diploma/degree preferably in fundraising, marketing, business, or related discipline
- Strong knowledge of fundraising best practices
- Relationship builder with exceptional interpersonal, communication and networking skills. Demonstrated ability to interact comfortably and professionally with a wide range of internal and external constituents such as staff, volunteers, donors, and clients.
- Strong analytical ability.
- Well-organized, flexible and detail oriented
- Strong spoken, presentation and written communication skills.
- A team player with proven ability to work both independently and as a part of a team.
- Solid working knowledge of CRM databases (such as Salesforce or Raiser's Edge)
- Understanding of the mission and vision of Habitat for Humanity and affordable housing landscape in Canada an asset

Essentials:

- Police Record Check and Vulnerable Sector Screening (cost reimbursed)
- Valid Ontario Driver's License and access to a vehicle (we reimburse business mileage)

The Details

Reports to: Executive Director

Job Type: .6 FTE, 6-month probationary period will apply.

Hours: Monday – Friday, 9:00 AM – 5:00 PM, with occasional evenings and weekends during special events/meetings

Salary: \$32,000 – \$38,000/ year, commensurate with skills and experience (pro rated for .6 FTE)

Comprehensive Benefit program following probationary period.

Flexible Work Environment: Blend of work from home and HFHSGB, smart casual dress

How to Apply:

Please submit your resume and cover letter to joy@habitatgeorgianbay.ca

Applications will be considered upon receipt. Successful candidates will be contacted for an interview