



Senior Fund Development Officer

Location: 8210 Yellowhead Trail Edmonton, AB T5B 1G5

Full-time: Regularly Monday to Friday – capacity to accommodate flexible work schedules is integral to the position.

Closing date: November 13, 2020

Habitat for Humanity Edmonton is a charity whose vision is to see a world where everyone has a safe and decent place to live. Habitat brings communities together to help families build strength, stability and independence through affordable home ownership. Habitat Edmonton serves families in the greater Edmonton area and in communities across northern Alberta. Visit HFH.org to learn more.

Position

Habitat for Humanity Edmonton is seeking a full-time Senior Fund Development Officer. As an integral part of the Fund Development team, the Senior Fund Development Officer will participate in the implementation of fund development strategies as directed by the Senior Manager Fund Development. The duties will be fluid with the needs of the organization with a primary focus on mid-level, major gifts and planned giving. The Senior Fund Development Officer will generate revenue, identify potential sources of funding, support in the development and implementation of cultivation and solicitation strategies. This will include pipeline development and driving the acquisition of mid-level, major and planned gifts. All fund development strategies will be donor centric, collaborative, and integrated while taking into consideration best use of resources and effective team planning.

Primary Duties and Responsibilities

- Ensure ethical fundraising principles are applied.
- Support in the development and implementation of a comprehensive and sustainable mid-level, major gift and planned giving programs.
- Identification and acquisition of fundraising revenue from new sources.
- Participation and support in the Annual Giving program – including collaborative work in direct mail and individual giving strategies.
- Build relationships with program staff, volunteers and alumni and engage them in Habitat Edmonton's philanthropic efforts.
- Effective use of and collaboration in the database system.
- Collaborative work and support for fund development strategies in rural communities where HFHE builds.
- Cultivate, steward, and manage a portfolio of individual and corporate donor relationships.
- Cultivate volunteer and staff relationships.
- Support with the development and implementation of effective stewardship strategies for individual donors that are reflective of and integrated with the organization's fund development and communications plans.
- Inform, draft, and support the development of all Fund Development related policies and procedures.
- Work with the Fund Development team and all Habitat for Humanity team members to implement and maintain donor-centric strategies for processing gifts, stewarding gifts, communications, and reporting.

- Provide professional volunteer management for fundraising volunteers, including preparation and review of research & briefing notes to support volunteer activity.
- Participate in events as related to the role, and as needed.
- Other duties as assigned.

Promote the organization

- Foster an understanding of philanthropy across the organization and in the community.
- Ensure fund development strategies and tactics are integrated organization wide.
- Support implementation of the communication plan which promotes the organization to donors and maximizes public awareness of the organization and its fund raising activities.
- Participate in the design and distribution of marketing and communication materials for development efforts (and as requested).
- Build relationships with community stakeholders to advance the mission and fundraising goals of the organization.
- Foster a culture of philanthropy throughout all interactions with other departments within Habitat for Humanity, and in the community, supporting partnership, innovation and collaborative leadership practices.

Education

- Post-Secondary Education in a related field.

Professional designation

- Member of the Association of Fundraising Professionals (AFP).
- Certified Fund Raising Executive (CFRE) designation preferred, or demonstration of commitment to obtain CFRE.

Qualifications

- Demonstrated ability to lead projects to completion.
- Exceptional interpersonal, organizational and time-management skills.
- Exemplary communication skills – written, oral and presentation (virtual and in-person).
- Strong skills and solid working experience working with relevant technologies such as databases, virtual communication tools (Zoom) and Microsoft programs.
- Clear understanding of moves management systems.
- Exceptional problem solving ability and proven skills in handling and prioritizing multiple tasks.
- Must be able to work under pressure, set deadlines and collaborate with other team members to schedule deadlines accordingly.
- Strong communicator who is comfortable working with a variety of stakeholders including community leaders, major donors, other development team members and all departments within the organization.
- Ability to use sound judgement and maintain discretion and confidentiality.
- A valid driver's license and access to a vehicle is required.

Experience

- Fundraising; 3-5 years' experience.
- Annual Giving, Major Gifts, Mid-Level Giving and Planned Giving experience preferred.
- Community and stakeholder engagement.
- Equivalent combinations of education and experience may be considered.

Benefits

- After a successful 3-month probationary review, the employee is entitled to a comprehensive benefit package including health, dental, vision, travel assistance, accidental death & dismemberment insurance, life & critical illness insurance.
- Short-term and long-term disability coverage is provided.
- Employer-sponsored RRSP plan.
- Employee assistance program.
- Safe, respectful, and healthy work environment.

To apply for this position, please submit a resume and cover letter to stomei@hfh.org attention Sabrina Ali, Senior Manager Fund Development.

We thank all applicants for their interest. Please note that only candidates who have been selected for an interview will be contacted.