

About Habitat for Humanity Victoria

Habitat for Humanity Victoria is a local charity that brings communities together to help families build strength, stability and independence through affordable homeownership. As part of a global movement, Habitat works toward a world where everyone has a safe and decent place to live. Our mission is to build affordable housing and promote homeownership as a means to breaking the cycle of poverty through the mobilization of volunteers and community partners.

About the Opportunity

Habitat Victoria seeks a highly skilled, dynamic and results-oriented professional to lead all aspects of its fundraising and events efforts. The successful candidate will be as passionate about making a difference as we are. While it goes without saying that you will be a highly competent self-starter able to fulfill the duties of this multi-faceted, never-dull position, just as importantly you will be excited to work at a place where what you do has a positive impact on people in your community. This is a tremendous opportunity for an organized, experienced fundraiser to maximize and strengthen the capacity of a well-respected, high-impact organization.

Reporting to the CEO, the Fund Development Manager will play a critical role as part of the leadership team, providing strategic decision-making and identifying, leading and executing ideas and projects that will enable Habitat Victoria to enhance its quality programming and build capacity. This full-time position is responsible for designing and executing a multi-year fundraising plan, including direct marketing campaigns, fundraising events such as the iconic Gingerbread Showcase, corporate donations and sponsorships, grant writing, major and planned giving programs, as well as gift-in-kind donations for the builds.

Sound good so far? Here's more about what we are looking for:

Qualifications & Abilities:

- A proven record of accomplishing fundraising goals and developing effective multi-faceted fundraising programs. A minimum of five years of leading successful (and progressive) revenue development efforts is preferred.
- Excellent strategic, organizational, supervisory, motivational and communication skills, with the ability to diplomatically and effectively interact with a diverse group of stakeholders – donors, volunteers, Habitat homeowners, business leaders, funders, colleagues and other supporters.
- Excellent written and verbal communication skills, with the expectation of leading speaking engagements, as well as preparing powerful written collateral.
- Demonstrated success with managing multi-faceted, major events, including the communications, media relations and public relations (e.g. PSAs, advertising strategies, social media, blogs and more) required for their success.
- Demonstrated experience with developing and effectively managing annual budgets.
- Advanced level skills with Microsoft Office Suite (specifically Excel and Word).
- Understanding of and proficiency with database management systems (Giftworks preferred)
- Experience with design software (specifically InDesign) and website layout/design a plus.
- Strong knowledge of federal and provincial legislation regarding charities, as well as adherence to the Association of Fundraising Professionals Code of Ethical Standards.
- Flexible and open to varied work schedule (including some weekend and evening hours).

Key Roles & Responsibilities

Fund Development

- Develop annual and multi-year Fundraising Plans utilizing proven and innovative fundraising strategies
- Develop and monitor the annual budget for the department, as well as individual events and/or projects and appeals, including revenue targets and expenses
- Provide leadership and direction on all fundraising initiatives for both annual and capital (build) campaigns, including donor prospecting and stewardship for all non-ReStore corporate giving (donations and sponsorship), individual giving (including major and planned giving), and in-kind donations of build product and/or labour
- Prepare regular progress reports on fundraising targets and activities
- Develop required fundraising policies and procedures that reflect Habitat's vision, mission and values and which reflect ethical fundraising practices
- Develop donor recognition strategies/programs to ensure accurate, timely and appropriate donors acknowledgement
- Develop and lead individual giving fundraising asks, including direct marketing efforts and major gifts, as well as planned giving
- Research, prepare and submit innovative fundraising proposals to government, corporations and private and public foundations
- Steward, in conjunction with the CEO or other staff as needed or appropriate, existing relationships and develop new relationships with, for example:
 - Corporate partners & sponsors (including securing Team Build / Adopt-a-Days)
 - Major donors
 - Large funders (government, private foundations)
 - Individual donors
 - Faith groups and service organizations
- Ensure all reporting requirements are met and documented for funding agreements with government, foundations or other major funders
- Plan and execute major fundraising events, such as the Gingerbread Showcase
- Develop and oversee the planning and execution of all other fundraising and community engagement events, including third-party fundraisers, build-related events (e.g. sod turnings, key ceremonies), and donor appreciation events
- Liaise and coordinate with appropriate staff for the effective marketing and PR of all non-ReStore charity events
- Liaise and coordinate with appropriate staff to ensure that suitably skilled and the desired number of volunteers required for a successful execution of fundraising and build-related events and other programs / requirements are secured
- Ensure excellent records of all donor and fundraising information within the database; including the preparation of tax receipts and donor recognition materials, such as thank you letters and acknowledgments
- Work with appropriate stakeholders to design and deliver the collateral and communications materials needed to support fund development efforts.

General

- Comply with all Habitat Victoria policies and procedures
- Stay abreast of successful strategies in the industry and of other Habitat affiliates
- Keep informed of developments in provincial, federal or other legislation governing the areas of responsibility

These are representative duties and responsibilities, which are not all encompassing and may change from time to time.