

Job description

Position title

Director of Fund Development

Reporting To

Chief Executive Officer

Habitat for Humanity Waterloo Region has been building community and transforming the lives of hard working low income families since 1988 in Waterloo Region. Our Mission is to mobilize volunteers and community partners in building affordable housing and promoting home ownership as a means to breaking the cycle of poverty.

Position summary

The Director of Fund Development is responsible for key fundraising initiatives and activities of the organization and oversees communications including monitoring adherence to Habitat for Humanity Canada's branding guidelines. He/she is directly responsible for the development and implementation of the annual giving plan including cultivating and maintaining relationships with new and existing donors, sponsors and supporters, developing and building a Major Gifts Program, researching and writing grant proposals and providing evaluation reports as required. The Director is also responsible for managing the Golf Tournament which is our major fund raising event. As a member of the Senior Management Team, the Director of Fund Development participates in strategic planning and budgeting initiatives. He/she works within the guidelines, policies and mission of the organization and will be accountable and responsible for specific projects as assigned. Current overall fundraising goal: \$1 million.

Duties and responsibilities

FUND DEVELOPMENT

Annual Giving

- Responsible for the development, implementation, management and evaluation of all activities related to individual, corporate and community donors.
- Responsible for the development and monitoring of a stewardship program that recognizes all donors.
- Remain current on all legislation and ethical practices pertaining to fundraising.
- Responsible for the development of a Major Gifts Program, including research, identification of potential donors, developing the case for giving and developing and maintaining relationships.
- Responsible for the supervision and management of the fundraising database, Salesforce, ensuring the timely distribution of tax receipts.
- Compile, maintain and report on Annual Giving statistics including per donor gift, churn, participation etc.

- Analyze trends in Annual Giving, identifying opportunities and challenges and develop strategies to ensure goals are met.
- Provides leadership and works with the Board and the Fund Development Committee.
- Procures and monitors in-kind gifts and markets team build/theme build days.

Foundations, corporate and service club funding

- Research, develop and actively solicit corporate sponsorship and team-build opportunities working closely with the Manager of Volunteers.
- Research and develop funding proposals for charitable foundations, corporate charitable funds, service clubs and other similar funds.

Special Events

- Manage the annual Golf Tournament including leading the volunteer committee, budget development and management, project plan development and solicitation of gifts in kind and sponsorship.
- Provide leadership and direction to the staff responsible for new fund raising initiatives participating in strategy development and problem-solving as required.
- Liaise with and support third party fundraising initiatives.

COMMUNICATIONS

- Responsible for corporate communications, managing media and public relations, overseeing the organization's messaging and monitoring adherence to Habitat Canada brand guidelines.
- In consultation with the CEO, develop and oversee an integrated marketing plan.

Committee work (local and national)

- National Organization: When appropriate opportunities arise, the Director of Fund Development will participate in national and regional committees.
- Local Community: The Director of Fund Development will participate in the Association of Fundraising Professionals and any other community organizations deemed appropriate.

FUND DEVELOPMENT PERSONNEL MANAGEMENT

- Direct, plan and coordinate the work of fundraising staff including supervision and evaluation, training and team building.
- Maintain effective communication with other senior staff.
- Ensure adequate and qualified staff and volunteers to carry out the fundraising activities.
- In consultation with the CEO, responsible for the selection, hiring and coaching of the fundraising staff.

Qualifications

- University degree or community college diploma in fundraising and 7 – 10 years' experience in a supervisory fundraising position.
- Effective oral and written communication skills
- Ability to build relationships internally and externally
- Proven ability to foster team work
- Strong interpersonal skills, the ability to supervise and motivate volunteers and staff
- Strong analytical and problem solving skills
- Ability to work independently and as part of a team
- Sound computer skills including word processing and database management
- An understanding of the non-profit, voluntary and social services sector
- Ability to work flexible hours
- Access to a vehicle
- CFRE certification is an asset

Please submit resume to Karen Redman, CEO at resume@habitatwr.ca. Posting closes on April 27, 2018.

Habitat for Humanity Waterloo Region is an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Habitat for Humanity Waterloo Region is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility of Ontarians with Disabilities Act (AODA). We will work with applicants requesting accommodation at any stage of the hiring process.