



Corporate and Major Gifts Officer

Location: 8210 Yellowhead Trail NW, Edmonton, AB T5B 1G5

Full-time: Regularly Monday to Friday

Salary Range: \$70,000 - \$85,000 per year

Closing date: Posting will remain open until a suitable candidate is identified.

Habitat for Humanity Edmonton is a charity operating in affiliation with Habitat for Humanity Canada and Habitat for Humanity International, whose vision is to see a world where everyone has a safe and decent place to live.

As well:

- Habitat Edmonton is a registered charity that brings communities together to help families, couples, and individuals build strength, stability, and self-reliance through affordable homeownership.
- Habitat Edmonton is one of over 50 Canadian Habitats affiliated with Habitat Canada, who in turn is governed by Habitat International.
- In addition to being a registered charity, Habitat Edmonton facilitates home construction, manages a portfolio of affordable homes, empowers volunteers and homeowners, and operates a social enterprise that includes four stores.

Position

Habitat for Humanity Edmonton is seeking a highly motivated professional for a full-time Corporate and Major Gifts Officer. As an integral part of the Fund Development team, the Corporate and Major Gifts Officer will support the Director of Fund Development in the implementation of fund development strategies, with particular focus on sponsorships, capital campaigns and major gifts. All strategies and activities will align with the strategic direction of Habitat Edmonton and is in accordance with ethical fundraising principles.

Key Responsibilities

- Support the director in the delivery of the major gifts and planned giving program, prospecting and soliciting major gifts and corporate contributions to ensure delivery of the organization's fund development goals and financial targets.
- Execute sponsorship sales and other associated revenue generating activities.
- Collaborate with other Habitat departments (marketing and communications, community and volunteer engagement, etc.) to ensure effective delivery of Habitat events in line with brand standards and stakeholder expectations of excellence.
- Implement and manage effective stewardship and activation strategies for all corporate and individual donors.

- Provide execution support for new projects and initiatives that support revenue generation towards the organization's financial targets.
- Adhere to confirmed Fund Development budget for expenses and revenues.
- Other duties as assigned

Qualifications

- Post-secondary education in a related field.
- Possess a minimum of 3-5 years experience in fundraising programs with a focus on sponsorships, major gifts, corporate and individual donations, and events.
- Strong skills and solid working experience working with relevant technologies such as databases and Microsoft programs.
- Experience preparing and delivering high quality proposals, presentations and other communications material to donors and prospective donors to maximize engagement opportunities.
- Ability to use word processing, spreadsheet, and database applications (i.e., Word, Excel, FileMaker Pro) at an intermediate level.
- Intermediate Software proficiency (e.g., Word, Excel, FileMaker, PowerPoint, Access, Outlook) and the ability to learn and adapt to new programs.
- Experience with CRM software (Salesforce, Raiser's Edge etc.)
- The ability to maintain accurate records within CRM system.
- Good knowledge of general office procedures and practices.
- 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.
- Exceptional interpersonal, organizational, and time-management skills.
- Clear understanding of moves management systems.
- Exceptional problem-solving ability and proven skill in to handling and prioritizing multiple tasks.
- Must be able to work under pressure, set deadlines and collaborate with other team members to schedule deadlines accordingly, and lead projects to completion.
- Ability to use sound judgement and maintain discretion and confidentiality.
- A valid driver's license with a clean 3-year driver's abstract and access to a vehicle is required.
- Must be bondable and have a satisfactory police criminal record check.
- Alignment with Habitat for Humanity Edmonton Values
 - Respect and the confident pursuit of excellence in everything we do
 - Working as One Habitat, leveraging collective experience towards common goals
 - Builds trust through every action made in integrity and with a compassionate heart

- Passionately delivers quality experiences by taking full responsibility for our words, actions, and results
- Serve as each other's biggest challengers and loudest supporters
- View every decision through the lens of mission and sustainability
- Embrace change as an opportunity to innovate and improve
- Cultivate a safe and comfortable environment for all

Benefits

- After a probationary period, 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 indicating salary expectations to Humanresources@hfh.org attention Erin McNeill, Director of Fund Development.

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

Habitat Edmonton embraces diversity and equitable opportunity. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills, as we know that the more inclusive we are, the better our work will be. Our goal is to be a diverse workforce that at all job levels is representative of our community. This relates to all employment decisions, including those in connection with recruitment, hiring, training, promotion, compensation, benefits, termination, and other terms and conditions of employment. Habitat Edmonton ensures that all of our practices are in accordance with Alberta Human Rights Commission legislation and Alberta's Employment Standards Code.