



We build strength, stability and self-reliance.

Annual Giving and Stewardship Coordinator, Habitat for Humanity Regina

Habitat for Humanity Regina works in communities, bringing partners together to tackle affordable homeownership and build strength, stability and independence for low income families. The Fund Development team plays a critical role in our success as a national leader. If you're a thoughtful and skilled professional who has a talent for expressing donor appreciation and implementing great ideas for engaging annual supporters, this position is may be right for you.

Responsibilities include:

- Works to develop and grow annual giving programs including sponsored Build Days, large scale fundraising build events, grants, outside fundraisers, community partnerships, monthly giving, calling programs, youth donations and in memorial giving
- Develops, implements and manages donor stewardship programs including recognition events, thank you, holiday and memorial cards, welcome packages and stewardship actions
- Provides donor database support with gift processing, acknowledgment, receipting, queries and actions
- Plans and executes the annual gala and works in collaboration to plan and execute sod turning and key ceremony events
- Responds to donor and Chapter inquiries in a timely and professional manner
- Assist with the execution of conversion strategies (Volunteers and ReStore Customers)
- Provides support to the direct mail program as needed
- Works in collaboration on key documents such as annual and gratitude reports
- Maintains documentation of policies and standard operating procedures for annual and event donors and stewardship activities

Competencies and Qualifications

- 1 to 4 years of fundraising, event management or stewardship experience
- Post-secondary degree or diploma and/or equivalent related work experience
- Interest in or currently working towards a Certified Fundraising Executive (CFRE) designation
- Proficiency with Microsoft Office Suite including Outlook, Excel, PowerPoint and Word
- Experience with Adobe InDesign and Photoshop is an asset
- Experience using databases
- Knowledge of Raiser's Edge or other fundraising software is an asset



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- Demonstrated ability to build and foster effective relationships with donors, sponsors, volunteers and team members
- Experience implementing and managing fundraising programs or events
- Proven ability to work collaboratively in a high functioning team within a dynamic environment
- Self-motivated and reflective with attention to detail in all aspects of work
- Strong ability to multitask and meet deadlines
- Commitment to ethical fundraising and ongoing professional development
- Professional and approachable manner with strong interpersonal skills

Hours of Work: 35 hours per week, including some evenings and weekends, with occasional travel required.

Length of Employment: This position is a full time, permanent role.

Closing Date: Friday, November 1st, 2019

Please send resume to:

Crystal Thom, Payroll Administrator
Habitat for Humanity Regina
101 – 1445 Park St.
Regina, Sask S4N 4C5
careers@habitatregina.ca