



We build strength, stability and self-reliance.

Annual Giving & Stewardship Coordinator

Founded in 1993, Habitat for Humanity Regina is a non-profit organization working towards a world where everyone has a safe and decent place to live. Our mission is to mobilize volunteers and community partners in building affordable housing and promoting homeownership as a means to breaking the cycle of poverty. Habitat Regina has Chapters in Moose Jaw, Estevan, and Yorkton. With the help of many committed donors and volunteers, Habitat Regina has served over 100 families with safe, decent and affordable housing.

Reporting to the Chief Development Officer, the Annual Giving & Stewardship Coordinator is a key member of the fundraising team. By working to enhance and grow our giving programs while honouring the generosity of the donors, this position offers the opportunity to make a lasting impact while working for one of the world's most identifiable and respected charitable organizations.

ROLE & RESPONSIBILITIES

- 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
- Provides support to the direct mail program as needed
- Plans and executes the annual gala and works in collaboration to plan and execute sod turning and key ceremony events
- Develops, implements and manages donor stewardship programs including recognition events, thank you, holiday and memorial cards, welcome packages and stewardship actions
- Works in collaboration on key documents such as annual and gratitude reports
- Responds to donor inquiries in a timely and professional manner
- Maintains documentation of policies and standard operating procedures for annual and event donors and stewardship activities
- Provides donor database support with gift processing, acknowledgment, receipting, queries and actions
- Observes strict confidentiality regarding stakeholder and donor information
- Other duties as assigned

KEY COMPETENCIES

- 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



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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
- Requires a valid drivers license and criminal record check

WORKING ENVIRONMENT

The Annual Giving & Stewardship Coordinator works 35 hours a week in an office environment. Occasional travel may be required along with periodic evening or weekend work to attend Habitat Regina or community events. Some lifting, up to 50 lbs, may be required.

REMUNERATION

Habitat Regina provides a competitive salary package including benefits, vacation, lieu time, flex hours and a matching registered retirement savings contribution. Additional benefits include paid professional association fees (AFP), CFRE mentorship, on-going professional development and advancement opportunities within the organization.

TO APPLY

Please send a cover letter and resume to kmercier@habitatregina.ca or apply via Indeed by **April 24, 2019**. Please no phone calls or requests to meet during the application process. Only candidates selected for interviews will be contacted.

Applications may also be mailed to:

Karen Mercier, CFRE, MInstF
Chief Development Officer
Habitat for Humanity Regina
1740 Broder Street
Regina, SK S4N 2H7