

Annual Giving Officer – Job Description

Reports to/Accountable to:

- Director of Advancement

Summary and Scope:

The Annual Giving Officer, reporting to the Director of Advancement, is responsible for planning and implementing the annual giving program at Habitat for Humanity Halton-Mississauga-Dufferin (Habitat HMD). This role focuses on leading year-round solicitations and campaigns to diverse constituents, including alumni, community friends, and prospective major donors. The Annual Giving Officer will develop strategies and campaigns to secure contributions, manage stewardship activities, and serve as the primary contact for donor inquiries. Additionally, this position will oversee monthly and annual giving circles, plan solicitation and stewardship activities and events, manage annual phone-a-thons, and assist with donor qualification for major gifts.

Responsibilities:

Annual Giving Program Management

- Plan and execute the annual giving program, including year-round solicitations and campaigns targeting diverse constituents.
- Develop strategies and campaigns to secure contributions from alumni, community friends, and potential major donors.
- Manage stewardship activities to recognize and appreciate annual donors.
- Serve as the primary point of contact for donor inquiries, addressing questions and concerns about Habitat HMD.

Donor Cultivation and Solicitation

- Cultivate relationships with donors and prospects through targeted appeals, campaigns, phone-a-thons, and personalized contacts.
- Assist in qualifying prospective major donors and contribute to major gift solicitation efforts.
- Collaborate with donors to designate gifts, such as memorial/honorary gifts and special project initiatives.
- Develop and implement a schedule and marketing plan for donor acquisitions and renewals.

Communication and Event Planning

- Support the development of communication strategies for internal and external audiences related to annual giving activities.
- Edit content for the foundation's website and social media platforms, ensuring alignment with annual giving initiatives.
- Plan and coordinate donor events to engage and steward supporters.

Program Development and Event Coordination

- Provide support to the annual fundraiser and third-party events hosted by stakeholders, including attending in-person and speaking engagements.
- Assist in the design, development, and coordination of projects related to annual giving and donor cultivation.
- Provide leadership, direction, and motivation for a wide range of projects.
- Guide the development of specific training programs and workshops.
- Always represent Habitat HMD with a positive and passionate attitude.

Core Competencies:

- **Service Excellence** – results oriented with a track record of achieving annual giving goals.
- **Communication** – relationship builder with ability to establish rapport with diverse constituents. Collaborative team player who can work effectively within a dynamic, mission-driven organization.
- **Innovation** – creative thinker with the ability to develop innovative strategies for donor cultivation and engagement.
- **Problem Solving** – strong problem solving skills and ability to adapt to changing circumstances.
- **Project Management** – excellent project management skills, capable of coordinating multiple campaigns and events.

Requirements

Qualifications, Education, and Experience:

- Minimum three (3) years of related experience in annual giving, fundraising, or donor relations.
- Proven track record in planning and executing successful annual giving programs.
- Strong communication and interpersonal skills, with the ability to engage and inspire donors.
- Detail-oriented with excellent organizational and time management abilities.

- Computer proficiency in using standard software programs (Google Suite) and proficiency in using donor management systems or fundraising software is advantageous.

Knowledge & Skills

- Collaborative team player
- Ability to adapt to change
- Passion for Habitat for Humanity's mission and the ability to effectively communicate its importance to donors.

Working Conditions:

- Hybrid work model where employees will work in-office and remotely
- Required to travel to multiple locations
- Travel to meet with clients offsite as required
- Work is typically contained to an office environment however offices are attached to ReStore warehouses (which are open to elements)

To learn more about this exciting opportunity or to submit your candidacy, please email: info@habitathm.ca

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