

Director of Advancement – Job Description

Reports to/Accountable to:

- Vice President, Strategic Partnerships & Community Relations

Summary and Scope:

The Director of Advancement at Habitat for Humanity Halton-Mississauga-Dufferin (Habitat HMD) is responsible for driving the organization's fundraising goals and objectives. They will develop and implement strategic growth strategies to expand Habitat HMD's fundraising efforts and increase revenue. Reporting to the VP of Strategic Partnerships, the Director of Advancement will collaborate with senior volunteers and stakeholders to achieve optimal outcomes for all fundraising initiatives. This role plays a crucial part in raising awareness about Habitat HMD's work and meeting annual fundraising targets.

Responsibilities:

Fundraising Strategy Development

- Develop and execute a comprehensive fundraising program, including donor stewardship, major giving, individual, corporate, foundation giving, and event sponsorships to meet annual revenue goals.
- Identify, cultivate, solicit, and steward donors, implementing strategies to secure contributions.
- Implement annual fundraising plans and programs, ensuring targets are achieved or exceeded, and provide regular progress reports.
- Manage and cultivate the donor pipeline, implementing appropriate strategies.
- Develop an annual giving campaign calendar, including strategies for print, email, and social media.
- Track and analyze giving analytics to support fundraising strategy and plan.
- Mentor and develop staff and Board of Directors, assisting in donor cultivation, solicitation, and relationship building.

Gift Cultivation

- Conduct donor research, cultivation, solicitation, and stewardship activities.
- Identify and engage with prospective donors and foundations that align with Habitat HMD's vision and strategy.
- Set goals to move donors up the giving cycle and secure multi-year pledges.

- Prepare and submit program proposals, letters of inquiry, grant applications, and grant reporting to secure program funding.
- Generate donor solicitation materials and correspondence.
- Maintain the E-Tapestry database of donors and prospects.

Relationship Management and Donor Stewardship

- Develop and implement a comprehensive donor recognition plan, ensuring proper acknowledgment and stewardship programs are in place.
- Manage relationships with prospective donors, conducting regular face-to-face meetings throughout the year.
- Fulfill commitments to stakeholders, including the preparation of donor updates and reports.
- Ensure client satisfaction by promptly and effectively responding to inquiries and resolving issues.
- Always represent Habitat HMD with a positive and passionate attitude.

Core Competencies:

- **Strategic Planning** – develops and implements effective plans to achieve long term goals.
- **Service Excellence** – business development and growth mindset, comfortable networking and soliciting gifts.
- **Communication** – Strong relationship-building and networking skills, with an approachable personality. Excellent communication skills including the ability to deliver engaging presentations. Superior storytelling ability to effectively convey Habitat HMD's mission and impact.
- **Innovation** – creative thinker with the ability, encourages new ideas and diverse perspectives, adapts to, support and manages change effectively, helps others adapt to change.
- **Problem Solving** – effectively assesses considerations, problems, risks and solutions, makes difficult decisions in a timely manner

Requirements

Qualifications, Education, and Experience:

- Minimum seven (7) years of related experience in fundraising, pipeline development, fundraising strategy, donor cultivation, and relationship management.

- Post-secondary education: Fundraising diploma and/or CFRE certification preferred.
- Experience leading fundraising activities and implementing effective strategies and programs targeting individual, corporate, and foundation donors.
- Proven ability to achieve or exceed fundraising goals.
- Familiarity with donor database management systems is advantageous.

Knowledge & Skills

- Ability to support volunteer committees.
- Ability to manage and execute successful donor cultivation and fundraising events within the context of annual giving campaigns.
- Communicate effectively in oral and written format.
- Work independently and as part of the Foundation Team to set priorities.
- Manage multiple projects simultaneously with competing deadlines.
- Ability to work with internal and external partners, volunteers, donors, faculty, staff, and students from diverse communities with respect and attention to justice, equity, diversity, and inclusion.
- 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

HFHHMD is an equal opportunity employer that welcomes candidates from equity-deserving groups and is committed to providing accommodations for people with disabilities. Please let us know if you require accommodation due to a disability during any aspect of the recruitment process and we will work with you to address your needs.