

Database & Research Coordinator

Pay Range:

- \$37,000 - \$45,000 annual salary

Schedule:

Monday – Friday

9am – 5pm

Location:

1800 Appleby Line, Unit 13, Burlington, Ontario L7L 6A1

Who we are

Habitat for Humanity – Halton-Mississauga-Dufferin (Habitat HMD) is a charitable, non-profit housing provider that serves the communities of Halton, Mississauga, and Dufferin. We are one of numerous Habitat affiliates operating in Canada. Our mission is “to empower lower income, working families to build strength, stability, and independence by providing affordable housing that enables financial equity and lasting change.” Our housing model fills an important gap in the housing continuum – it provides a “pathway to home ownership.” By providing families with access to equity-generating affordable housing options, Habitat is making vital efforts to help combat the housing crisis in Canada.

Opportunity

The Database and Research Coordinator plays a crucial role in supporting the fundraising and advancement efforts of Habitat for Humanity Halton-Mississauga-Dufferin. The incumbent will primarily be responsible for managing the Raiser's Edge NXT database, conducting prospect research, and ensuring accurate and up-to-date donor information. This position requires a detail-oriented individual with strong analytical skills, excellent communication, and the ability to work collaboratively with the Advancement team.

Key Responsibilities:

Database Management

- Administer and maintain all constituents daily in Raiser’s Edge NXT database, ensuring data accuracy, consistency, and integrity
- Process, record, and acknowledge donations, pledges, and constituent information in a timely and accurate manner

Prospect Research

- Conduct detailed research using subscription-based services, public resources, and emerging tools to identify and qualify the philanthropic interests and capacity of current and potential donors, foundations, and corporate partners
- Provide comprehensive and timely research profiles to inform cultivation and solicitation strategies

Donor Stewardship

- Collaborate with the Advancement team to ensure effective donor stewardship and engagement.

Core Qualifications:

- Bachelor's degree in a related field or equivalent experience
- Proficiency using Raiser's Edge NXT or similar fundraising database systems
- Strong organizational, time management, analytical, research, project management, and reporting skills with attention to detail
- Collaborative mindset, demonstrating problem-solving abilities, team player mentality, and resourcefulness
- Excellent communication skills (written and verbal) and presentation skills to communicate complex information clearly and concisely with internal/external staff/stakeholders through various mediums

Perks!

- Benefits available after 4 months, and RRSP match available after 6 months for full-time employees!
- Being an integral part of a people-oriented organization working to help better the communities in which it operates!

How to Apply

Send us a copy of your resume to apply today! To learn more about this exciting opportunity, please email us at info@habitathm.ca.

Qualified candidates will be contacted by phone and/or email. We will only contact those candidates who are selected for interviews, but we thank all candidates for their interest in Habitat HMD.

Habitat HMD welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

