

Annual Giving Officer

Pay Range:

- \$50,000 - 55,000 annual salary

Schedule:

Monday – Friday

9am – 5pm

Location:

1800 Appleby Line, Burlington, ON

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

We are looking for a passionate, engaging candidate to join our team!

The Annual Giving Officer, 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 across geographic locations within Halton, Dufferin, and Mississauga constituencies, including stakeholders, community friends, and prospective major donors. The Annual Giving Officer will develop and implement a Plan Giving strategy and campaigns to secure contributions, manage stewardship activities, and serve as the primary contact for donor inquiries.

Key Responsibilities:

Annual Giving Program Management

- Develop and execute the annual giving program, including year-round solicitations and campaigns targeting diverse constituents within our catchment area

Donor Cultivation and Solicitation

- Cultivate relationships with donors and prospects through targeted appeals, campaigns, phone-a-thons, and personalized contacts



Communication and Event Planning

- Support the development of communication strategies for internal and external audiences related to annual giving activities

Program Development and Event Coordination

- Provide support to the annual fundraiser and third-party events hosted by stakeholders, including representing Habitat - HMD in person at engagements

Core Qualifications:

- 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
- Good understanding of fundraising and CRA policies with regard to Planned Giving

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! Please email us at info@habitatm.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.

