



Fundraising Officer

Habitat for Humanity Manitoba (Habitat Manitoba) is a non-profit organization. Our mission is to build safe, decent and affordable housing for purchase by low-income working families.

We are currently hiring a full-time Fundraising Officer who will be part of the Marketing, Communications and Philanthropy department.

The Fundraising Officer will be responsible for soliciting and finding new companies and organizations for potential partnerships, donations and sponsorships. The Fundraising Officer will work closely with the philanthropy team and key stakeholders in the organization to maximize fundraising opportunities primarily focusing on Team Build Days, event and corporate sponsorships, grants and other programming.

Reporting to the VP, Marketing, Communications and Philanthropy, the successful candidate is responsible for building and growing a wide network to support the organization's objectives.

Duties and Responsibilities:

Strategic Planning

- Create a market development/sales strategy to secure support from businesses, industries and individuals not familiar with our organization that foster mutually-beneficial, sustainable, mission-centered partnerships
- Implement effective strategies to position Habitat Manitoba for short and long-term revenue growth

Prospect Management and Solicitation

- Create and maintain a pipeline of potential partnerships through systematic and ongoing prospecting activities
- Pursue networking opportunities and establish relationships within the Manitoba business landscape
- Qualify prospects and design effective partnership opportunities
- Develop and deliver creative and powerful presentations and proposals for partnership opportunities

Stewardship

- Function as primary relationship manager for new partnerships and prospects
- Leverage opportunities for stewardship such as invitations to Habitat Manitoba events, volunteer experiences and impacts reports
- Identify opportunities to share prospects with philanthropy colleagues at Habitat Manitoba

Reporting & Analysis

- Provide accurate activity and pipeline reports including revenue and expense forecasts as required
- Maintain current prospect and partner records in donor management system

About you:

- 3-5 years' experience in a sales or non-profit fundraising role
- A university degree in a related field of study such as marketing or business is considered an asset
- Grant writing ability is an asset
- Ability to understand organizational goals, prepare presentations/proposals that are mutually beneficial to secure commitments
- Outstanding oral and written communication skills with excellent interpersonal, presentation and negotiation skills
- Highly collaborative
- Strong attention to detail/organizational skills
- Solution-oriented with commitment to delivering excellent internal and external customer service
- A strong team focus and interest in supporting the organization
- Ability to manage multiple projects and meet deadlines
- Ability to effectively manage budgets and revenue goals
- Proficient use of Word, Excel, customer management database and project software
- Valid class 5F driver's license

This position will be based at the Habitat Manitoba Administrative Office located at 60 Archibald Avenue. Meeting with clients, sponsors and donors outside of the office is necessary. Flexibility to work from home when needed is possible.

Habitat for Humanity Manitoba offers a comprehensive health and wellness benefits program and competitive salary (comparable to private sector).

Please forward your cover letter, resume and salary expectation electronically to cmariash@habitat.mb.ca by **noon on Monday, January 30, 2023.**