

JOB DESCRIPTION

Position Title:	Manager, Communications and Donor/Investor Relations
Location:	City of Guelph and Wellington County
Status:	Full-time
Reports to:	Director, Community Engagement and Development
Key relationships:	CEO, ReStore team, Manager, Strategic Partnerships
Works regularly with:	Donors, Corporate Partners, Strategic Partners, Affiliate Stakeholders and Staff
Mission Statement:	To build and steward the Habitat for Humanity brand throughout Guelph and Wellington County and support an energetic team in realizing their annual fundraising targets.

About the Organization and the Resource Development Team:

Habitat for Humanity Guelph Wellington works to create new opportunities for affordable home ownership – an important part of the housing continuum, and an important part of the solution to the current housing crisis. Habitat GW works to provide a hand up, not a hand out, to partner with families to create the opportunity for a safe and decent place to live. Over the coming 3-5 years, Habitat GW has ambitious goals for building throughout Guelph and Wellington County, with 2 projects currently underway, bringing homes to over 70 families. As a charitable organization, Habitat GW relies on partnerships, investment and donations from the community to bring these projects through to fruition. The Resource Development team works to engage the community, to communicate the Habitat mission, and to raise the funds we need to build homes and meet our ambitious goals.

Expectations:

Working in support of the Director of Community Engagement and Development, this position will contribute to the planning, scheduling and oversight of resource development activities in order to ensure Habitat for Humanity's annual fundraising and investment targets are met.

Further, this position will be focused on building Habitat for Humanity brand awareness and understanding to a wide variety of audiences and stakeholders. This role supports the execution of the organization's marketing and communication strategy, as well as the planning and executing of community engagement activities and events.

Duties:

Communications

- Initiate print and digital communications which includes writing, designing and producing pieces such as stewardship items, e-blasts, social media, brochures, cards and event collateral (posters, invites, programs, etc.) that engage partners, donors, volunteers and other stakeholders
- Through the organization's social media accounts, maintain the Habitat voice and sharing our mission and vision with the community
- Maintain online and offline communications with the community including current and prospective partners, sponsors, donors, and Build Day participants.
- Attend community events in Guelph and Wellington County to increase our breadth of connections
- Have experience in writing and campaign management as well as working with graphic designers, videographers, print houses and production teams.

Donor/Investor Relations and Administration

- Maintain the Resource Development calendar to ensure strategic, streamlined and aligned execution across all channels (events, speaking engagements, meetings, committees, communications).
- Schedule monthly Resource Development meetings, record notes and follow up with the team on Action Items.
- Track fundraising progress against metrics or targets and work with the team to ensure they have the resources they need to accomplish monthly, quarterly and annual goals. These metrics will support the reporting, monitoring and evaluation of initiatives.
- Support with the implementation and execution of events

Background and Skills:

- You are highly organized and able to oversee multiple simultaneous projects, and work collaboratively with individuals across the Resource Development team, ensuring deadlines are met, meetings are scheduled, and fundraising targets accomplished.
- You are a skilled communicator – in person, in writing, and online. You can confidently communicate the Habitat message and story to the public and to stakeholders. You thrive in professional social settings and know how to build sincere relationships that can benefit the organization in our journey to build community.
- You are ambitious and creative, thoughtful and organized. You thrive in brainstorming and are eager to offer input and new ideas. You are detail oriented, and use various tools and methods to keep yourself, your project and team members on track.



Building homes. Building community.

Application:

Interested applicants are encouraged to send a cover letter and resume to Tracy Hudson – thudson@goleft.ca
Thank you in advance for your interest and application. Due to the volume of applicants, only qualified candidates advancing in the process will be contacted.