



FUNDRAISING + EVENTS COORDINATOR

Position Description

Date Revised/Reviewed: March 2025

Position Status: Full Time
Reports to: Partnerships Manager

POSITION OVERVIEW

Understanding of and passionate about the mission, vision and values of Habitat for Humanity Grey Bruce (HFHGB), the Fundraising + Events Coordinator is responsible for coordinating various fundraising activities and events with the goal to acquire resources to meet annual funding targets.

This position is also critical for assisting with engaging volunteers in events and promoting HFHGB to various community groups and organizations as well as other new initiatives ensuring all tasks are done in an organized and efficient manner that reflects the tone and essence of HFHGB's brand.

AREAS OF RESPONSIBILITIES

Fundraising

- Collaboratively implement strategic fundraising plan for HFHGB
- Assist with hosting Build Team Days
- Coordinate Habitat Grey Bruce fundraising events, assist with third-party events and federation campaigns
- Coordinate donor database
- Monitor donations through Canada Helps

Planned Giving and Donor Relations

- Coordinate and implement promotion of planned giving program
- Assist individual donors in becoming legacy and monthly Hope Builders
- Implement a strategy to increase monthly and individual donors that support HFHGB

Communications

- Assist with corporate communications (writing & formatting) on social media, email and promotional materials related to fundraising promotions
- Promote HFHGB to community groups and service groups through presentations, speaking engagements and one-on-one conversations
- Assist with updating program resources on HFHGB's website
- Develop promotions that support furthering the awareness of the Habitat brand and increase revenue to deliver the mission and vision of HFHGB

REQUIRED EDUCATION, SKILLS, ABILITIES, KNOWLEDGE AND EXPERIENCE

Skills and Abilities

- Proven experience in fundraising, event planning and sponsorship development
- Ability to work independently and collaboratively in a team environment
- Have the ambition to take initiative and support the strategic goals of the organization
- Excellent written and verbal communication skills including the ability to make presentations to groups of varying size
- Strong people skills: ability to deal with diverse groups of people with a non-judgmental approach
- Excellent time management and organizational skills
- Ability to multi task and problem solve
- Strong computer skills in the following:
 - MS Office
 - CRM Databases
 - Web based communication systems
- Understanding of and proficient with current social media platforms
- Granting writing an asset
- Emergency First Aid CPR-C & AED (CSA Basic) an asset

Requirements

- Full Time position 40 hours per week
- Valid Driver's Licence and clean driving record
- Work schedule is weekdays with occasional Saturdays and evenings
- The work location is Springmount (Head Office) with occasional travel throughout Grey and Bruce counties

Please reply in confidence to:

Habitat for Humanity Grey Bruce
Attention: Lisa Campbell, Partnerships Manager
223017 Grey Road 17, Owen Sound N4K 5N7
Email: lisa@habitatgreybruce.ca

Resumes will be accepted until May 5th, 2025

We thank all applicants however, only those selected for an interview will be contacted.

- *Any personal information submitted will be managed in accordance with the requirements of the Freedom of Information and Protection of Privacy Act, and will be used only to determine eligibility for employment. Habitat for Humanity Grey Bruce is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.*