



## MANAGER: INDIVIDUAL GIVING – VOLUNTEER OPPORTUNITY

Founded in 2005, **Habitat for Humanity Mississauga (“HFHM”)** is one of 72 Habitat for Humanity affiliates within Canada, and is part of Habitat for Humanity International (HFHI), a faith-based, worldwide network of affiliates that spans 93 countries, has built over 300,000 homes, and is now building a new home every ten minutes.

HFHM’s mission is *to mobilize volunteers and community partners in building affordable housing and promoting homeownership as a means to breaking the cycle of poverty.*

HFHM is a volunteer driven organization. One of our sources of funding is Donations from individuals in the community. We are currently looking for a volunteer to develop a strategy to increase the level of donations and play an active role as a member of the HFHM Development Committee.

### **SPECIFIC RESPONSIBILITIES**

- Research strategies employed by other charitable organizations including other Habitat affiliates
- Create a strategy designed to increase the level of individual donations for HFHM
- Develop and implement tactics to operationalize the strategy
- Evaluate effectiveness of tactics and adjust as necessary
- Coordinate activities with other members of the Development team
- Develop and Maintain the individual giving portion of the Development database
- Write thank you letters to individual donors and secure charity receipts to include with the letter

### **REQUIREMENTS**

- Commitment to the work of Habitat for Humanity Mississauga and its Mission, Vision and Values.
- Ability to think creatively as to how the needs of individual donors can be met through donations to Habitat for Humanity Mississauga.
- Excellent written communication skills.
- Ability to track and manage projects.
- Computer literacy including Word
- Fluent written English
- Ability to attend monthly committee meetings on a regular basis.

### **Desirable Background/Experience**

- Previous work with a charitable organization would be ideal
- Background that includes developing strategy, tactics and measurement of results

Applicants are asked to forward their resume to [hr@habitatmississauga.ca](mailto:hr@habitatmississauga.ca) and include Habitat Mississauga Manager of Individual Giving in the subject line. We thank all applicants for their interest but only those selected for an interview will be contacted.