

Communications & Donor Services Manager

Job Title:	Communications & Donor Services Manager
Reports To:	Director of Philanthropy & Communications
Location:	300 Milroy Drive, Peterborough
Status:	Part-Time – 30 hours per week (strong possibility of position leading to permanent full-time)
Salary:	\$20-\$24/Hour

“BUILD” YOUR FUTURE WITH US!

Are you a detail-oriented self-starter? Are you a communications or marketing professional that wants to help empower through affordable housing? This might be the job for you.

Habitat for Humanity Peterborough & Kawartha Region is a charitable organization that brings communities together to help families and individuals build strength, stability, and self-reliance through affordable homeownership. Please visit habitatpkr.ca for more info.

We are currently looking for a high-performing and mission-driven individual to join our small and growing team at our Peterborough location at 300 Milroy Drive. Working closely with the Director of Philanthropy & Communications, the Communications & Donor Services Manager will take a lead role in planning, creating, and executing a variety of fundraising, communications, marketing, grants, and stewardship efforts, with a goal to optimize external and internal partnerships to transform more lives through affordable housing.

KEY RESPONSIBILITIES

- Manage the communications calendar; determining what content and collateral needs to be created and ensuring it is delivered with timeliness and quality.
- Curate engaging content for social media platforms, e-newsletters, and website.
- Create multimedia content, photos, videos, infographics to increase engagement.
- Set goals and monitor analytics and online mentions.
- Provide the organization’s response to conversations, trending topics, and issues.
- Identify and execute opportunities to generate interest in Habitat programs and services while building relationships and increasing revenue-generating opportunities.
- Ensure the branding and messaging of the organization are consistent with Habitat’s values, voice, and mission.
- Responsible for identifying and soliciting potential funders; writing proposals, grant applications, and stewardship reports, in partnership with the Director.

Communications & Donor Services Manager

- Manage gift processing, including entry, data input/analysis, and acknowledgments.
- Maintain an accurate database, written records, and provide clear reporting.
- Provide support for media announcements and special events, including donor cultivation and stewardship activities, and third-party initiatives.
- Cultivate, engage, and build relationships with stakeholders.
- Represent Habitat in public forums to establish networks and engage prospects.
- Stay up to date on the latest trends, identifying issues, and recommending solutions.
- Coordinate and supervise tasks for completion by volunteers or students.
- Special projects as assigned, including general office tasks or vacation coverage.
- Provide support to the Director of Philanthropy & Communications, as required.

QUALIFICATIONS

- Self-starter. Strong work ethic. Positive attitude. Good sense of humour.
- Willingness to be adaptable to dynamic needs. A pleasure to work with.
- Relevant education or professional designation in communications, public relations, marketing, or fundraising.
- At least two or more years of relevant communications, marketing, or fundraising experience.
- Superior organization and attention to detail; ability to manage and make progress on multiple projects simultaneously. Ability to work on tight deadlines.
- Excellent written and oral communication skills, with proficiency in design and plain language writing.
- Strong skills in writing and editing, including experience managing social media accounts, newsletters, and website content.
- Ability to create dynamic, high quality, donor-centric, creative copy, and correspondence.
- Expertise in social media management and understanding of performance metrics.
- Excellent interpersonal skills, tact, and professional presence to be able to interact effectively and provide a high level of service to individuals in a variety of roles.
- Superior computer skills, including Microsoft Office, design, and CRM experience.
- Demonstrated project and time management skills, along with the ability to work independently and collaboratively.
- Superior judgment with the ability to be forward-looking, troubleshoot, actively seek opportunities, identify viable options, and propose solutions.
- Knowledge of ethical communications and fundraising principles including CRA guidelines, Donor Bill of Rights, privacy regulations, etc.

Communications & Donor Services Manager

- Ability to maintain confidentiality and discretion, learn quickly, and have a commitment to quality work.
- Clear Police Records Check.
- Must have a valid driver's license, clean driving abstract, appropriate vehicle insurance, and the use of a reliable vehicle.
- Ability to work flexible hours (some weekends and evening hours are required).
- Mission-driven and a passion for philanthropy and the impact it can achieve.

APPLY TODAY!

If you feel you're a good fit for our awesome team, please send along your cover letter and resume to hr@habitatpkr.ca stating the position title in the subject line. Please include why you would like to work for Habitat for Humanity Peterborough & Kawartha Region.

We will be interviewing candidates on a rolling basis until we find the right fit, so we encourage you to get your application in as soon as possible. Thank you for your interest!