



Multifaith Housing Initiative Job posting Manager, Fund Development

Multifaith Housing Initiative's (MHI) mission is to develop and maintain affordable rental homes, for those who are homeless or are at risk of homelessness, where respect and harmony reside. We help people of all faiths and backgrounds create communities that promote tolerance, understanding, and peace.

We are a grass roots organization, with a vision to ensure that all people in Ottawa who are at risk of homelessness find a safe affordable home in inclusive communities.

At present, MHI owns 41 units and houses 100 people including approximately 30 children. We are excited to be in the process of launching a campaign to build an additional 98 units in Barrhaven to provide safe and secure housing to even more individuals and families.

Are you ready for a new challenge? Do you have the drive, passion and initiative to lead a fundraising program for an amazing organization? This is a special opportunity for a special fundraising professional, within a very special environment.

MHI is looking for a **Manager, Fund Development** to provide leadership to the development and execution of our fund development activities. Working with staff, volunteers and appropriate MHI committees, you will implement fundraising plans to enhance public awareness of MHI and to encourage stakeholder engagement and participation in fundraising efforts.

The **Manager, Fund Development** will work under the direction of MHI's Executive Director.

Key Responsibilities:

- In consultation with the Executive Director and the Fundraising Development Committee, implements and evaluates MHI's Strategic Campaign Plan
- Creates appropriate strategy to renew support from current MHI donors
- Identifies new prospective major gift supporters (congregations, corporations, suppliers, foundations, individuals, community groups) and determines appropriate cultivation, solicitation and stewardship strategy for each
- Provides ongoing support and direction to the Fundraising Development Committee of the Board and the Campaign Cabinet
- Develops and implements direct mail program for MHI
- Supports volunteer committees and third party event organizers in the development, organization and execution of events in support of MHI

- Researches, prepares and submits grant and sponsorship proposals to potential funders, sponsors and suppliers
- Develops and leads the execution of a stewardship program for annual and major gift donors
- Works with the communications committee to produce communications materials and to identify opportunities to maximize MHI's visibility and mutually beneficial opportunities/partnerships with various faith communities
- Ensures appropriate tracking in MHI database to facilitate reporting, pledge reminders, stewardship reports and donor follow-up

Qualifications:

- Post-Secondary undergraduate degree
- Minimum three years' experience in a fundraising environment
- Knowledge of annual and major gift fundraising is required
- Strong writing, volunteer management and organizational skills
- Strong interpersonal and presentation skills
- Demonstrated computer proficiency in an MS Office environment, including database management, and charitable receipting programs
- Demonstrated ability to exercise tact and discretion when dealing with sensitive or confidential matters
- Self-starter, proactive and flexibility to work extended or non-traditional work hours
- Some knowledge of affordable housing issues, especially in the Ottawa region
- Bilingualism – knowledge of French and/or other language would be an asset
- Class G Driver's License and access to a reliable vehicle

Salary and Benefits: This position offers a salary range \$45,000 to \$50,000 as well as vacation days, statutory holidays and other group benefits.

How to join our team: If you are passionate about multifaith values (social justice, equality, inclusiveness) and you are ready to grow professionally, we encourage you to join us at this very exciting time at MHI. Please forward your résumé and a covering letter outlining how you feel you can contribute to this position by Wednesday, July 22, 2015.

Job Contact Information:

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 Executive Director, Multifaith Housing Initiative
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We thank all applicants, however, only those candidates to be interviewed will be contacted.