



JOB POSTING

Position: Director, Fund Development

Competition Number: CHF-2400

Location: Edmonton

Term: Full-time, Permanent

Starting Salary: \$93,000

Life starts with a home. A home is so much more than a roof over your head — it's a place where you feel safe to sit back, laugh loud and hug tight. It's where you belong.

Right now, it's getting harder and harder to find and afford that place to call home. That's why [Civida](#) is on a mission to provide safe and affordable housing. Civida is the largest provider of community and affordable housing in the Edmonton area and a leader in housing research, policy, development, and advocacy. Homes are the foundation for full lives and flourishing communities.

Civida has over 50 years of experience and a proven track record in this work — but no one can go it alone. That's where we come in. The [Civida Housing Foundation](#) is the charitable arm of Civida. Led by a volunteer board of passionate Edmontonians, we enable innovative opportunities for Civida's housing initiatives. This might look like working with partners to expand our affordable housing infrastructure, empowering tenants to improve their circumstances or creating a sustainable future with an enduring positive impact. As a charitable foundation, we are uniquely poised to be creative, agile and responsive as we bolster Civida's essential work.

In all we do, we partner with our community — local developers, businesses and Edmontonians just like you. When you support Civida HF, you help build safe, affordable homes, and you do more than that — you spark opportunity. When families fill those homes, neighbourhoods come alive with bike bells, patio plants and park picnics. People are empowered to look beyond their doorsteps and offer their energy back to this city we share. Youth are supported to become tomorrow's educators, artists and health-care workers. We build a kinder, stronger Edmonton. Together, we can lay the foundation for this future. The Foundation.

Reporting to the Executive Director, the Director of Fund Development will be responsible for leading the Foundation's fundraising efforts, engaging with community stakeholders, and strengthening relationships with donors, sponsors, volunteers, and partners. Using entrepreneurial thinking to find ways forward in relationship building while engaging and growing connections with our current and future stakeholders is key in the success of this role. We're searching for someone with the vision to be boldly curious and intentionally courageous in the areas of affordable housing philanthropy. If you are an engaging leader and proven fundraiser with an



affinity for influencing and a passion to create positive change in the affordable housing sector, you will find success and fulfillment in this role.

Key Responsibilities:

- Execution of our fund development plan to meet the Civida Housing Foundation annual revenue goals.
- Identify and cultivate major gift prospects, as well as corporate and foundation donors.
- Collaborate with the Civida Communications team to develop and execute effective donor programs.
- Work closely with the Executive Director to develop fundraising strategies consistent with the Board's goals.
- Develop leading-edge donor recognition and stewardship programs.
- Establish and nurture relationships with donors, volunteers, industry, and community partners.
- Alongside the Executive Director, provide senior leadership for the Foundation and act in the place of the Executive Director when required.
- Monitor and analyze fundraising data to evaluate performance and adjust strategies as needed.
- Develop and maintain a donor database.
- Advocate and educate on behalf of Civida with external stakeholders.

Qualifications - Minimum and Preferred (Education, Certification, Degree, Concentration, Skills, Knowledge, etc.):

- Minimum of 5-10 years of experience in nonprofit fundraising
- Post-secondary degree is preferred, equivalencies will be considered.
- Significant experience and a track record of success in building and cultivating meaningful relationships with donors and partners.
- Certified Fund Raising Executive certification is an asset.
- Previous knowledge in affordable housing or social support systems is an asset.
- Innovative skills to generate revenues.
- A proven track record of success in major gifts, corporate and foundation giving, and special events.
- Exceptional written and oral communication skills.
- Experience with community engagement.
- Ability to work independently and thrive in a continually changing environment while working with a diverse group of people, productions, events, and situations.
- A well-defined sense of diplomacy and solid professional judgment in line with Civida values.



- Flexible, resourceful, creative, and pro-active work style with a can-do, enthusiastic attitude
- Experience with fundraising software and donor databases.
- Demonstrated ability to create and manage budgets.
- Passionate about inclusive and diverse workplaces.
- Excellent interpersonal skills with a proven history of effective relationship building, and the ability to manage through public facing issues and stressors while maintaining a calm and professional approach.
- Self-motivated with the ability to multi-task, problem solve, and prioritize responsibility in a timely and efficient manner.

How to Apply

Interested applicants must send in a resume with a cover letter explaining why they are interested in the position and why they believe they would be a strong candidate. The resume should set out relevant work experience and any volunteer experience that provides a picture of how the candidate fits with the position requirements.

We thank all applicants for their interest. Only individuals selected for interviews will be contacted. The successful applicant will be required to undergo a Police Information Check.

Send cover letter and resume to Human Resources email: careers@civida.ca

Competition will remain open until the position is filled.