



# PARTNERS FOR AFFORDABLE HOUSING

- Prepare and distribute donor acknowledgements, gift letters, stewardship communications, and supporting materials for grant applications.
- Track and support stewardship activities to ensure consistent follow-up, recognition, and donor care.
- Maintain accurate donor records, gift tracking, and stewardship documentation to support reporting, compliance, and audit readiness.

## **CRM, Donations & Pipeline Support**

- Maintain accurate and up-to-date donor, prospect, and opportunity records in Salesforce, ensuring data integrity across fundraising activities.
- Support active pipeline management by updating opportunity stages, tasks, and contact activity to enable clear revenue tracking and forecasting.
- Prepare fundraising reports, pipeline summaries, and donation analyses to support internal planning and board reporting.
- Support data reconciliation between Givecloud and Salesforce, flagging discrepancies and supporting continuous improvement of systems.

## **Coordination, Reporting & Team Support**

- Coordinate fundraising-related meetings, calendars, and follow-up actions to support effective donor engagement.
- Support fundraising campaigns, briefings, and events through logistics, materials preparation, and post-event follow-up.
- Collaborate with program and communications teams to align fundraising materials with impact reporting and organizational priorities.
- Contribute to the refinement of development processes, templates, and workflows as the organization grows.



## What You Bring

- 1–3+ years of experience in nonprofit fundraising, development, donor relations, or a closely related role.
- Demonstrated experience supporting and/or managing donor or funder relationships in a professional, stewardship-focused context.
- Strong writing skills for proposals, communications, stewardship materials, and reports.
- Comfort working with CRMs and fundraising data, with specific experience using **Salesforce** and **Givecloud**.
- Strong organizational skills and attention to detail, with the ability to manage multiple priorities, deadlines, and data sets.
- Sound judgment, discretion, and professionalism when handling confidential donor information.
- Confidence, reliability, and a relationship-first approach, paired with the ability to work independently and collaboratively in a growing organization.

## Working Conditions & Benefits

- Partners for Affordable Housing is a national organization with team members in Calgary, Toronto, and Montreal. This role follows a hybrid work model, combining remote work with in-person meetings and collaboration. Regular presence in the city regions will be required for partnership engagement, meetings, and events. We offer a flexible and supportive work environment designed to help you thrive.
- Competitive salary (\$55,000 - \$70,000) commensurate with experience, coupled with a comprehensive benefits package including health/dental, life insurance, and vacation time.
- Meaningful opportunities for leadership, learning, and professional growth within a supportive and dynamic environment where your contributions can drive real impact.



## Why Join Us?

This is more than a job – it's a front-row seat to social transformation. At Partners, you'll join a dynamic, women-led team committed to equity, innovation, and community-driven impact.

- **Impact:** Play a critical role in shaping how Partners communicates its vision and inspires action on Canada's housing crisis.
- **Innovation:** Be part of a forward-thinking organization that values creativity, collaboration, and bold storytelling.
- **Leadership:** Contribute as a key member of the management team, influencing strategy and outcomes across the organization.
- **Hybrid Work:** Enjoy the flexibility of hybrid work, with a blend of remote and in-person collaboration that empowers you to thrive.

If this sounds like you, we'd love to hear from you. Please send your resume and cover letter outlining your qualifications and why you are passionate about affordable housing to [connect@pfah.ca](mailto:connect@pfah.ca). Only applicants selected for an interview will be contacted. Join us in building a future where dignified housing is not just a goal but a reality for all Canadians.

