



# Fundraising Assistant

Reporting to the Resource Development Operations Manager, the Fundraising Assistant plays a vital role in the team, processes donors' gifts, and provides a range of support in the areas of administration, events, and meetings.

Looking for a quick track to solid fundraising experience? We have the opportunity for you. Work with skilled professionals who are expanding a small team to grow organizational funding. You'll learn the basics of donor relations, gift processing, and best practice fundraising. We need you to bring your aptitude for database systems, your personal communications savvy, and your desire to help build a better world. In return we'll give you the opportunity to learn all you want as fast as you can. We're smart, hardworking, dependable, and good fun. If you are too, please inquire. This is a 20 hours per week permanent position.

## **GIFT PROCESSING**

- Process all streams of donation income accurately using Raiser's Edge database
- Prepare donor stewardship documentation
- Issue and send tax receipts

## **DONOR SERVICE**

- Provide effective donor service by telephone and email and edit written stewardship communications
- Facilitate all aspects of giving processes: online, cheque, and credit card payments

## **OTHER DUTIES**

- Supervise fundraising support volunteers as needed
- Assist with special events

## **Qualifications:**

- Post-secondary diploma or degree in humanities/social sciences

## **Required Skills:**

- Demonstrated skill at entering complex information into a database
- High degree of proficiency in MS Word and Excel
- Superior written and verbal communication skills with fluency in English
- Friendly, professional manner with experience in charity/non-profit environment

## **Preferred Skills:**

- Experience with Raiser's Edge database (or other similar databases) a strong asset
- Experience working with MS Excel to manipulate and analyze data an asset
- Experience in creating web-based surveys such as Survey Monkey an asset

To apply, please send resume and cover letter to Natalie Cutayne at [ncutayne@firstunited.ca](mailto:ncutayne@firstunited.ca).