



## **DONATIONS ADMINISTRATOR (PART-TIME POSITION, 2 DAYS PER WEEK)**

### **ROLE PURPOSE:**

Reporting to the Campaign and Donations Coordinator, the Donations Administrator will be responsible for all aspects of donation processes, including data entry, acknowledgement letters, tax receipts and bank deposits. Confidentiality of donor information is a crucial aspect of this position.

### **PRIMARY RESPONSIBILITIES:**

- Enter donations in the CRM database with precision, following established processes for each category of donation.
- Process 'thank you' and 'acknowledgement' letters (supplied by the Campaign and Donations Coordinator) for all types of donations.
- Ensure donor thank you letters and tax receipts are sent in a timely manner
- Ensure memorial gift notifications are sent in a timely manner.
- Ensure tax receipts are issued according to charitable tax law, as documented by the Canada Revenue Agency.
- Handle calls from donors for phone donations and general enquiries.
- Produce detailed deposit/batch reports for the accountant.
- Respond to donor inquiries regarding receipts.
- Provide administrative support to the Campaign and Donations Coordinator
- Help maintain a clean and up to date database.
- Provide support for the fundraising team.

### **GENERAL QUALIFICATIONS:**

- The ideal candidate will have completed post-secondary studies and/or possess 3-5 years of relevant experience in administrative support.
- Experience with CRM database administration.
- Analytical mindset.
- Attention to detail.
- Outstanding organizational skills.
- Good interpersonal skills.
- Confidentiality, diplomacy and discretion
- Strong ethical standards
- Excellent customer service skills and interpersonal skills with empathy to handle difficult situations with bereaved family members or patients.
- Solid computer knowledge (Windows/Excel), knowledge on databases, fluently bilingual with excellent communication (written and oral) skills in both French and English
- Knowledge of Donor Perfect an asset

### **APPLICATION**

Please send your resume [careers@tdpcr.ca](mailto:careers@tdpcr.ca) by **no later than 5:00 p.m. on December 15, 2023**. We thank all candidates for their interest; however, only candidates selected for an interview will be contacted.