

JOB POSTING
Foundation Coordinator
Full Time

Better Living and Margaret Bahen Hospice Foundation is recruiting a **Foundation Coordinator**.

This position will assist with the administrative operations of the Foundation and report to the Director of Development, Foundation. This position will start as soon as possible.

The successful candidate for this position should have the following qualifications:

- A minimum of 2 years of experience working in a support capacity at a not for profit or charitable organization , or transferrable experience
- A 2-3 year college diploma
- Expertise in managing fundraising databases is required. Knowledge of *Raisers Edge* preferred
- Demonstrated ability to effectively utilize fundraising database modules; establish standard practices; and act as primary system administrator
- Confidentially manage prospect and/or donor information with respect to PHIPA and CASL guidelines.
- Experience with fundraising and asking for support - donations and gifts in kind
- Experience working on fundraising activities and / or events an asset
- Proficient use of computer systems, including the Microsoft Office suite
- Project coordination skills and meticulous attention to detail required
- Exceptional customer service skills with a focus on strong donor stewardship skills essential.
- Strong written and verbal communication skills
- Ability to work independently, meet deadlines and thrive while coordinating a variety of tasks and number of projects both independently and as a member of a team
- Valid driver's license and access to a vehicle an asset

The successful candidate for this position must be able to:

- Provide extraordinary customer service to proud supporters and stakeholders - Board Directors, Volunteers, Donors, and Community Partners and work with other departments including Finance and Programming to help support the overall outcomes of the organization
- Process gifts / donation tax receipts and vendor payments with a particular focus on tribute giving (In Honour/In Memory donations) in compliance with all CRA requirements
- Resolve common issues and make recommendations while maintaining legal compliance for donations
- Identify potential areas of concern and make recommendations to mitigate risk
- Required to manage a Raisers Edge donor database with a high level of integrity including setting up new events, tributes, constituents and pulling queries and reports as needed with a high degree of autonomy
- Assist with engagement activities and fundraising / special events operations
- Prepare and circulate solicitation packages to engage corporate and individual supporters / donors
- Oversee all aspects of a direct mail campaign including donor list preparations and mail house processing while working with the Director of Development on content
- Required to collaborate with the Finance Department to ensure accountability and data integrity between the fundraising and accounting databases
- Working together with the Finance Department to prepare and make recommendations for the T3010 Charity Return and preparing for the Annual Financial Audit
- Assist with online fundraising applications and prepare reports such as lapsed donor or new donor acquisition reports
- Prepare qualitative and quantitative fundraising activity and event reports
- Adhere to Fundraising Code of Ethical Principles and Standards, and Donor Bill of Rights
- Adhere to the Policies and Procedures as outlined in the Personnel Manual
- Ability to travel between Toronto and Newmarket offices as required

Please email or fax your cover letter and resume to Human Resources by Friday, October 5th, 2018:

E-Mail: hr@betterlivinghealth.org **Fax:** 416-510-1104.

We welcome all resumes, however only those granted an interview will be contacted.

Please quote **"Foundation Coordinator"** on the cover letter and e-mail subject line.

Better Living is an equal opportunity employer and is in accordance with the Ontario Human Rights Code, Employment Standards Act and Accessibility for Ontarians with Disabilities Act. Applicants need to make their request for accommodation known when contacted. Thank you to all who express interest in this position and we welcome all resumes however only those granted an interview will be contacted. No phone calls, please. Thank you.