



JOB POSTING

DATABASE SPECIALIST

Full Time, Permanent

Better Living Charitable Foundation, part of the Better Living family of organizations, has an opening for the position of Database Specialist. The successful candidate will be the lead staff for the Raiser's Edge database. This will include the creation of campaigns, funds and appeals in the database, data entry for all funds received by the organization, reconciliation with the finance department, creation of reports and queries, and ongoing maintenance of the database. In addition, this role works cross-functionally with other Better Living staff to help achieve and advance the Foundation's overall fundraising goals and objectives.

The successful candidate for this position must possess the following qualifications:

- College diploma in business or equivalent fundraising experience
- 1-2 years of work experience, preferably in a non-profit organization
- Exceptional knowledge of Raiser's Edge (considered a strong asset) or similar database software
- Knowledge of Federal and Provincial legislation in regards to the issuance of tax receipts and overall fundraising principles
- Knowledge of accounting processes, preferably within a non-profit organization
- Demonstrate effective written and verbal communication skills, problem solving and project management skills.
- Be able to work both independently and as part of a team
- Successful completion of *Vulnerable Sector Screening* within one month of employment

The successful candidates for this position must be able to:

- Oversee all Raiser's Edge database input, reconciliation, maintenance, reporting, etc.
- Process all financial transactions, issue tax receipts, produce thank you letters, create tribute cards
- Organize and generate mailing lists for direct mail, event solicitation, email distributions, and other communications initiatives
- Improve database efficiencies, institute standard database use/practices, be main administrator of donor data
- Work cross functionally with other Better Living departments to integrate donor or prospective donor information (where appropriate), help to improve management of information in other Better Living databases, establish an information flow to ensure databases are kept current
- Coordinate collection of email addresses and deliver email solicitation campaigns
- Generate reports to help with donor identification, stewardship and recognition
- Generate regular reports for financial reconciliation and to integrate into a donor pipeline

LOCATION: 653 Queen St, Newmarket, ON L3Y 2J1

SALARY: \$45,000- \$49,000 per annum; commensurate with experience

Please email or fax your cover letter and resume with attention to:

Human Resources

E-mail: hr@myhospice.ca / Fax: 416-510-1104

Please quote "*Database Specialist*" on the cover letter and e-mail subject line

As per the Ministry of Health's Directive #6, Better Living has established a mandatory vaccine policy. In order to be considered for an interview candidates must demonstrate that they are fully vaccinated, are in the process of being vaccinated, or have a substantiated medical or religious reason why they cannot be vaccinated.

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.