



JOB DESCRIPTION

DEPARTMENT	Foundation/Fundraising	DATE
JOB TITLE	Fundraising Assistant – Donations Processing	April 10, 2017
LINE MANAGER	Coordinator of Donor Relations & Finance Administrator	

POSITION SUMMARY AND SCOPE:

Works directly with the Coordinator of Donor Relations, Finance Administrator and fundraising volunteers in the processing and receipting of donations. Represents Hospice Georgian Triangle by greeting and interacting with families, visitors and the general public, and by attending fundraising events.

DUTIES AND RESPONSIBILITIES:

1. Processes donations into e-Tapestry database.
2. Provides assistance with donor services e.g. handling drop-in or phone donations and enquiries.
3. Prepares tax receipts, thank you letters and acknowledgement paperwork, as required.
4. Prepares follow-up correspondence to donors.
5. Assists with set-up and cash management at special and third party events.
6. Provides administrative and clerical support services as required to the Fundraising team.
7. Ensures the integrity, security and confidentiality of donor data. Ensures data entry procedures and best practices are followed.
8. Familiar with HGT/HGTF Fundraising Policies and Procedures, Donor Bill of Rights and Imagine Canada.
9. Provides vacation cover for the fundraising team.
10. Works collaboratively with the HGT Foundation, office staff and volunteers.
11. Maintains good relations with donors and other not-for-profit organizations.



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KEY COMPETENCIES REQUIRED:

Experience with e-Tapestry, TeamRaiser or other Blackbaud product is desirable.
Demonstrates ability to adapt to new technology and learn new skills.
Detail oriented.
Understanding of tax receipting rules and regulations (CRA).
Understanding of the Donor Bill of Rights (Imagine Canada).
Demonstrates outstanding customer service.
Excellent communication, interpersonal, organizational and time-management skills.
Proficient in MS Office products (Word, Excel).
Positive attitude – takes responsibility and is accountable, respectful of others, able to deal with change in the workplace.
Demonstrated team player.

EXPERIENCE:

Previous Work Related Experience: Experience in an administrative role or Certificate in Fundraising would be beneficial.

On-The-Job Training: 3 months on-the-job-training.

IMPACT OF ERRORS:

Negligent handling of money jeopardizes donor relations, HGT image and may result in loss of revenue. Inaccuracy in financial transactions, poor customer service and inadequate reporting compromises our fundraising ability, reputation in the community and continued ability to operate HGT.

CONTACTS:

With whom are you required to work in doing your job?

Position	How often?	Purpose
Fundraising Staff	Ongoing	Foundation business
Fundraising Volunteers	Ongoing	Foundation business
Executive Director	Ongoing	Foundation business
Foundation Board/Committee Members	Ongoing	Foundation business
Donors	Ongoing	Foundation and HGT business

PHYSICAL DEMANDS:

Computer Exposure – 5-7½ hours per day.

Other: Generally light work, prolonged sitting at desk and working at computer, moderate amount of walking, frequent interactions with other staff, responds to other requests within Campbell House. May require heavy lifting during set up for events. Must be able to handle stress, maintain concentration in an often disruptive environment and to work on multiple tasks.



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Written by:	Kelly Borg : Executive Director	Current Incumbent(s):
Approved by Supervisor:		Date: