

## Job Profile

### **Development Assistant**

#### **Summary of Role:**

- Provides general support to Development team with specific emphasis on the capital campaign, event support and fundraising
- Provides administrative support to Director, Development
- Ensures a very high standard of customer service

#### **Reports to:**

- Director, Development

#### **RESPONSIBILITIES:**

##### **Capital Campaign and Administrative Assistance**

- Takes minutes for departmental, campaign and committee meetings
- Maintaining filing systems, both database and hard-copy files
- Liaise with Information Systems Specialist on list pulls, queries, reports, merges
- Assists with team reporting requirements
- Proofs and edits campaign-related materials
- Provides additional support to the Director, Development including producing various reports and other general administrative functions
- Handles general inquiries

##### **Special Events**

- Taking minutes for event committee meetings
- Catalogues donations for silent and live auctions
- Coordinates invitation mailings for events
- Liaising with third party event organizers
- Proofs and edits print materials, scripts, speeches and multimedia presentations



- Assists with development and implementation of post-event thank you strategies
- Assists with “day of” activities: event set-up/tear-down
- Works with volunteers as needed

### **Fundraising**

- Assists with medical and hospital staff campaigns
- Conducts prospect research and creates profiles for capital campaign
- Assists with preparation of grant proposals
- Assists with presentations to service/community groups
- Assists with Planned Giving seminars

### **EDUCATION AND EXPERIENCE:**

- A diploma/degree or designation in fundraising, not-for-profit management, communications or an equivalent combination of education and experience
- 3+ years office administration experience, including demonstrated experience providing clerical and project support
- Experience working in a fundraising environment and working with Raiser’s Edge an asset

### **CORE COMPETENCIES**

- Attention to Detail
- Communication
- Cooperation/Teamwork
- Customer Service
- Decisive Judgment
- Innovation
- Job Knowledge
- Quantity of Work/Time Management
- Reliability/Flexibility
- Staff Development



- Values and Ethics

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Superior administrative/clerical skills, including:
  - Accurate typing and document formatting
  - Developing and maintaining spreadsheets
  - Creating PowerPoint presentations
- Superior communication and interpersonal skills
- Exceptional time management and multi-tasking skills
- Strong ability to analyze, plan, initiate and complete projects in a timely manner
- Demonstrated initiative and follow through
- Strong attention to detail and proofreading skills
- Ability to collaborate and work effectively as part of team
- Demonstrated ability to manage multiple projects, deadlines and priorities with a positive attitude and sense of humour
- Exceptional computer skills with proficiency with Microsoft Office Suite
- Results and solutions oriented
- Strong problem solving skills
- Working knowledge of Raiser's Edge (fundraising software) a definite asset
- Good judgment, diplomacy, sensitivity and tact
- Can do attitude with flexibility to work weekends and evenings as required
- Working knowledge of Mandarin, Cantonese, Punjabi and/or Hindi an asset

Applicants should send a resume and cover letter including salary expectation by August 14, 2015 via email to Jim Bindon - Director, Development at [jim@pahfoundation.ca](mailto:jim@pahfoundation.ca). We thank all applicants for their interest, however only those being interviewed will be contacted.

