

We're looking for a
PHILANTHROPY ASSISTANT
(12-month maternity leave contract to start March 1, 2017)

We are...

- A dynamic fundraising organization committed to raising funds and awareness to enhance health and wellness in our community
- A passionate team of staff and volunteers that have worked together to raise more than \$100 million in the 28-year history of the Foundation
- An organization that is preparing for our next stage of growth and the launch of our next campaign project

The Philanthropy Assistant ...

- This entry-level position will be ideal for someone with high energy, a flexible schedule and the ability to juggle a variety of tasks and deadlines and not break a sweat
- We are a small but mighty team and this position is the perfect starting point to grow your burgeoning fundraising career
- If you love fundraising, have a keen eye for detail and top-notch administrative skills, we want to hear from you!

Applicants should send a resume and cover letter including salary expectation by February 10, 2017 via email to Jim Bindon - Director, Philanthropy at jim@pahfoundation.ca. We thank all applicants for their interest, however only those being interviewed will be contacted.



Job Profile

PHILANTHROPY ASSISTANT

Summary of Role:

- Provides general administrative and clerical support to the Philanthropy team – with specific emphasis on proposal writing and preparation
- Provides clerical and administrative support to Capital Campaign Committee(s)
- Prospect and donor research and report preparation
- Ensures a very high standard of customer service

Reports to:

- Director, Philanthropy

Direct Reports:

- None

RESPONSIBILITIES:

General:

- Provides cross departmental administrative and project support including:
 - Planned Giving program support, including coordinating seminars, mailings, correspondence and the Annual Professional Advisors Event
 - Foundation and Grant writing and proposal support
 - Capital Campaign proposals and committee support
 - Donor recognition for capital campaigns and special projects
 - Prospect and donor research and collates donor profiles
 - Assists team with various mail outs including *Caring Circle*, *Monthly Donor* and *Planned Giving* campaigns
- Coordinates and manages the staff lottery program
- Assists the Special Events Officer with the coordination of *Cultivation Events* and *Donor Recognition Events* as required
- Organizes meeting logistics and follow up and takes minutes as required for both the department and various committees
- Produces ad hoc reports as requested



- Works with the Information Systems Specialist on list pulls, to create queries, coordinate file and mail merges and donation pledge reports, etc. from database
- Assists with team reporting requirements by maintaining donor and financial reports, budgets, invoices and monthly tracking mechanisms
- Filing, photocopying, data entry
- Provides additional support to the Director as required
- Maintains accurate donor/prospect files as required both in Raiser's Edge and in hard-copy files

EDUCATION AND EXPERIENCE

- An undergraduate degree or diploma in communications, creative writing, project management, or business or equivalent combination of education and experience
- 3+ years office administrative experience – including demonstrated experience providing clerical and customer service support
- Ability to work evenings and weekends as required
- Experience working in a fundraising environment and working with Raiser's Edge an asset

KNOWLEDGE, SKILLS AND ABILITIES

- Exceptional writing skills with attention to detail
- Superior administrative/clerical skills, including:
 - Accurate typing
 - Document formatting
 - Mail merges
 - Developing and maintaining spreadsheets
 - PowerPoint presentations
- Exceptional time management and multi-tasking skills
- Demonstrated ability to remain calm and pleasant while effectively managing multiple projects, deadlines and priorities
- Ability to collaborate and work effectively as part of team
- Exceptional computer skills with proficiency with Microsoft Office
- Proven track record of maintaining filing systems; dbase records and templates



- Results and solutions-oriented with strong problem solving skills
- Superior communication and interpersonal skills
- Good judgment, diplomacy, sensitivity and tact
- Demonstrate initiative and follow through
- Strong attention to detail and exceptional proofreading skills

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

