



Position: Donor Services & Administrative Assistant

Reports to: Executive Director

Wage Range: \$19 - \$25 per hour

Average Hours: 8 - 16 hours per week, permanent parttime

There will be times that these hours may vary based on work load and peak times.

Workplace:

The Selkirk & District Community Foundation's Board of Directors acknowledges and celebrates that the staff team is one of the Foundation's greatest assets. The supervision and management of staff is the primary responsibility of the Executive Director, who will inform and report to the Human Resources (HR) Committee.

A blend of work at home and attendance in a public office environment, at least one day per week, or as required.

Position Summary:

The Donor Services & Administrative Assistant (known as the position) is primarily administrative with the responsibilities being meaningful and requiring fundamental clerical duties related to donor services. The position will also provide administrative supports connected to the Foundation's programs, like the Community Grant Program, Citizen of the Year program, Nominating Committee, Vital Signs and/or others.

A caring and thoughtful approach is a key component to this position.

Qualifications:

- Three+ years' experience, displaying an intermediate level of administrative skill sets, preferably within the community-based charitable/non-profit sector.
- Strong communication skills both verbal and written, displaying attention to detail and accuracy in letter writing, data entry, reporting.
- Able to work efficiently and collaboratively in a small team setting, as well as independently with minimal supervision.

- Excellent organizational and time management skills in order to meet deadlines and critical timelines.
- Proven ability to develop trust-based relationships, conducted with a high level of confidentiality, pertaining to donor and Foundation information.
- Ability to schedule internal and public meetings.
- Maintain accurate electronic & paper files.
- Proficient with Microsoft Office Suite - Word, Excel and Outlook.
- Work experience within SDCF's catchment.

Accountabilities:

Donor Services - Weekly

- Prepare personalized / customized thank you letters, with corresponding official income tax receipts or other related information.
- Prepare personalized/customized family acknowledgement letter for various types of donations, such as In Memory of, In Honour of, In Celebration of.
- Inform Executive Director of any unique or significant donor activity, for instance first time donor, named charity of choice in obituary, a gift related to a special birthday or milestone, etc.
- Contact donors as needed to confirm information and privacy preferences.
- Watch-for Foundation being named as charity choice, through local newspapers, including the Selkirk Record, The Winnipeg Free Press or other reliable social media outlets.

Donor Services – Monthly & Peak Times

- Prepare donor activity summary report for Executive Director. This report includes the number of donors, number of gifts, total value of gifts for the month, as well as any unique or significant donor related information (first time donor, special birthday/milestone etc.).
- Update donor acknowledgement report for website posting.

- Maintain Donor Fund files, ensuring electronic and paper documents are stored accurately and efficiently.
- Regularly maintain and ensure donor services data base is accurate and up-to-date.
- Semi annual - activity reporting for City of Selkirk Endowment funds
 - 6 months January – June
 - 6 months July – December
- Annually (January) – prepare personalized/customized donor thank you letters with official income tax receipts, for donors who give monthly through online services or programs.

Administration – Monthly & Program Based Activity

- Book and confirm venue for SDCF monthly board meetings, Committee meetings and other meetings as required – may include coordinating food and beverages.
- March – June: Nominating Committee
 - Prepare & draft for Executive Director review
 - Notice of Meeting
 - Invitation letter
 - Agenda
 - Minutes of prior year meeting
 - Update Nominating Committee contact list
 - Update Board Member terms continuity spreadsheet
 - Email and mail information package to Nominating Committee
- April – June: Community Report
 - Prepare and complete mass mailing of annual Community Report that involves mail merge letter, address labels for donors (24 months ended March), friends of the Foundation, current year grant recipients, Community Foundations of Canada members
 - Compile donor recognition listing for publication in Community Report (12 months ended March)
 - Compile other content for Community Report as required
- October – December: Giving Challenge & Special Edition Community Report
 - Prepare and complete mass mailing of “Save the Date” letter and postcard for annual giving challenge and event

- Assist with November Giving Challenge event
- Reconcile Giving Challenge donations
- Prepare and complete mass mailing of
 - Giving Challenge thank you letters and receipts
 - Giving Challenge thank you letter for TWF donations
 - Special Edition Community Report and seasonal greeting card
- Collect and internally display all publicly published communications that identifies SDCF. These communications may be created by the Foundation or other organizations and found in newspapers, booklets, pamphlets or event-based promotions.
- There may be, from time to time, other responsibilities assigned by the Executive Director, or in some cases the Chairperson of the Foundation.

The SDCF Employee Handbook and Employment Guidelines provides direction for the HR Committee, Executive Director and all other staff team members.