

JOB POSTING

Job Title:	Office Administration & Donor Relations Associate	Status:	Full time
Location:	New Westminster	Hourly Rate:	\$26.67
Hours:	35 hours/week	Posting #:	23-137
Schedule:	Monday – Friday (8:30am-4:00pm)	Closing Date:	Sept. 5, 2023

The Elizabeth Fry Society of Greater Vancouver (EFry) is a charitable organization that supports women, girls, and children at risk, involved in or affected by the justice system. Our programs work to break the cycle of poverty, addiction, mental illness, homelessness, and crime.

We are recruiting a Full-Time, Office & Donor Relations Associate. Reporting to the Executive Assistant to the CEO, the role of the Office & Donor Relations Associate is critical in managing the Head Office needs, as well as providing administration support to a portfolio of donors and sponsors associated with the Society's signature events and participating in coordinating fundraising initiatives. The Associate supports successful fundraising administration by sending donor acknowledgements, completing monthly financial reconciliation, and generating donor reports.

The Office and Donor Relations Associate works closely with the Executive Assistant to create effective donor communication and engagement initiatives fostering positive, long-term donor relationships. The Associate also provides back-up coverage during peak periods and vacation/leave coverage for the Executive Assistant.

KEY RESPONSIBILITIES:

- Coordinates general office tasks ensuring operations run smoothly.
- Greets guests, answers all incoming calls, and transfers as needed.
- Maintains reports from manual or electronic files, inventories, mailing lists and databases.
- Maintains and orders supplies and conducts periodic inventory checks.
- Schedules and organizes meetings and special events, including booking rooms, arranging catering, preparing, and circulating agendas, drafting/tracking invitations, taking detailed and concise minutes, reviewing, and distributing minutes and preparing reports and presentation materials.
- Coordinates and updates office signage, phone lists, and staff directories.
- Oversees office space needs, office maintenance issues, and the servicing of office equipment.
- Coordinates travel, accommodation, and itineraries.
- Responds to inquiries from the public, directing them to appropriate staff members as needed.
- Manages the fundraising database including data entry, creating queries and reports, and tracking and reconciling lists and information.
- Manages the solicitation and cultivation of major gifts and planned gifts.
- Assists and coordinating appropriate impact reporting to donors, sponsors, and funders.
- Processes donations and issues corresponding tax receipts in accordance with Revenue Canada

guidelines.

- Responsible for soliciting and tracking donations, preparing sponsorship and donation materials, processing of contributions/donations in a timely manner, handling tax receipts and managing the “Thank You” acknowledgement process.
- Oversees both monetary contributions and Gifts-in-Kind, builds relationships with donors, sponsors, corporate partners and liaises with event committees.
- Provides support to events team regarding planning and execution of signature events.
- Serves as liaison to the Finance team for donation reconciliation.

QUALIFICATIONS:

- Post secondary training in Marketing, Communications, Fundraising or equivalent education in a related field is required.
- A minimum of two-years’ experience working in a non-profit organization
- Knowledge of Donor Perfect and/or Auction Tracker and Raisers Edge NXT is preferred, and other fundraising databases are an asset.
- Ability to work independently and as a part of a team.
- Excellent communication and interpersonal skills, both written and verbal, with a collaborative working style.
- Ability to exercise tact, discretion, and good judgment in dealing with various stakeholders.
- Ability to handle confidential and sensitive matters.
- Excellent organizational, time management skills and ability to meet multiple deadlines.
- Excellent data analysis skills, attention to detail and accuracy.
- Proficient in standard office suite and graphic design software, WordPress, Mail Chimp, Blackbaud’s Raiser Edge software.
- Ability to lift up to 30 lbs.

MANDATORY JOB REQUIREMENTS:

- Evidence of COVID-19 vaccinated status.
- Doctor’s note of fitness required.
- Satisfactory Criminal Record Review (Vulnerable Sector Search).
- Valid driver’s license (Class 5) with a satisfactory driving record.

EFry is an equal opportunity employer and is committed to building a diverse workforce and strongly encourages applicants that represent those we serve. We welcome applicants with non-traditional educational backgrounds and field experience.

Interested candidates must submit a cover letter and resume to hr@efry.com by no later than September 5, 2023, with the subject line ODRA 23-137.

We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted.