

Fundraising Assistant, Job Posting

Position Overview

The Ajax Pickering Hospital Foundation is seeking a Fundraising Assistant to join our team. The incumbent will be responsible for general administrative and donation processing duties. The successful candidate will have exceptional customer service skills and a keen ability for detailed bookkeeping and records management. Under the supervision of the Director, Philanthropic Operations, the Fundraising Assistant will act as clerical and fundraising support for community fundraising activities, events, and related inquiries.

Roles and Responsibilities

- First point of contact for donors, staff and public by providing a welcome and knowledgeable experience
- Support the smooth running of a busy office by maintaining office supply inventory and general clerical support
- Support the CEO with the preparation of packages for committees and volunteers
- Process credit card & cheque donations
- Enter all donations correctly into Raisers Edge
- Prepare and mail thank you letters and tax receipts
- Co-ordinate Circle of Gratitude program
- Thank you calls to current donors
- Assist staff and volunteers with all fundraising events
- Attend all events
- Be responsible for the coordination of records management for fundraising events including invoices and accounts payable using Raisers Edge

Qualifications

- Strong interpersonal skills; both verbal and written
- Ability to focus on very detailed data work where accuracy is essential
- Proficient skills with Word, Excel and PowerPoint
- Interest in social media and graphics will be an additional preferred asset

Application Deadline November 10, 2021. To apply for this position please send a cover letter and resume to aphfoundation@lh.ca. Those selected for an interview will be contacted.