



## **Development Assistant Job Description**

*Under the direction of the Executive Director, the Development Assistant will help the fast-paced Development Department fulfill its objectives by supporting the fundraising team. The individual will support the Executive Director and a group of fundraisers. This individual must juggle multiple assignments from different staff with grace and be resourceful enough to solve problems independently. The Development Assistant will also assist with public events, schedule meetings, create, format and proof documents and presentations, as well as other projects (detailed below) as assigned to support the charity. In addition, the Development Assistant will update donor information regularly in our Raiser's Edge and Auction-Tracker databases and conduct basic internet research. The individual will work closely with the other members of the Development and Executive teams.*

*This is an excellent opportunity for a candidate looking to further their experience in the fundraising field, specifically within a healthcare environment, gaining experience within major gifts, annual giving and event fundraising portfolios.*

## **Required Education & Experience**

- Bachelor's degree or equivalent experience.
- Must have strong computer and database experience with robust Microsoft Office skills (Outlook, Word, PowerPoint, Excel) required and willingness to learn new technology.
- Demonstrated experience with donor databases (Raisers Edge preferred).
- Excellent verbal and written communication skills.
- History of demonstrating initiative and the ability to manage competing priorities.

## **Job Requirements**

- Resourceful, positive, and good humored.
- Highly developed organization and information management skills.
- Must be able to handle difficult situations with grace, diplomacy, and flexibility.
- Must be able to prioritize workload while managing concurrent, diverse projects.
- Must be able to meet time-sensitive deadlines and maintain an extremely high level of attention to detail in a fast-paced, changing environment.
- Must be able to establish and maintain positive and productive working relationships with supervisor, peers, vendors, parents, and volunteers.
- Demonstrated ability to work in a team environment, and work under the direction of others required.
- Comfortable dealing with people at all levels of an organization and public.
- Ability to understand and carry out oral and written instructions and request clarification when needed required.
- May be asked to flex work hours in order to accommodate weekend and evening event preparation or execution.

## **Principal Duties & Responsibilities:**

### ADMINISTRATIVE/DEPARTMENT SUPPORT

- Processes all monetary & in-kind contributions providing daily cash reconciliation.
- Provides telephone, reception duties and administrative assistance as needed.
- Responds to donor enquiries and coordinates responses with appropriate fund raisers.
- Donation acknowledgement lead: processes gifts, prepares thank you notes, and organizes other stewardship efforts.
- Research individual donors, prospects, grantors, foundations and others.
- Lead for all Development Department clerical duties- filing, phone calling, meeting preparation, etc.

### DATABASE MANAGEMENT

- Maintains donor database (Raiser's Edge), and accurately and consistently updates donor information to ensure data reliability and current mailing lists.
- Generates donor reports and pledge reminders as requested.
- Lead for all Development Department clerical duties- filing, phone calling, meeting preparation, etc.
- Provides database support for the donor recognition program including maintaining the donor wall, prepares invitations and registration lists for on-site donor recognition events; participates in on-site events as needed.
- Tracks solicitor assignments; enters sponsorship, player and guest participants the database; provides post event support such as cash management, data entry, revenue reports, tax receipts; assists with donor and sponsor acknowledgement letters.

### EVENT SUPPORT

- Leads ERHF auction procurement and preparation (live and silent packages).
- Assists with annual auction, luncheon and other events as needed (i.e. processing credit cards, tracking guest responses, phone calling, data entry, day of event support, misc. duties as assigned).
- Assists with scheduling and coordinating committee meetings.

## **About Eagle Ridge Hospital Foundation**

ERHF has been raising funds for ERH since 1982 bringing new medical equipment, reliability and technology to the hands of our health care team ensuring the best possible health care can be provided in our community.

The Foundation purchases on average 60% of new equipment needs for Eagle Ridge Hospital, raising funds through annual mail campaigns, legacy programs, individual donations, corporate partnerships, community-minded foundation grants, service organizations and special and signature events.

Our mission is to enhance the delivery of health care services to our community through philanthropy and advocacy.

**To apply for this job please submit your resume to [Charlene@erhf.ca](mailto:Charlene@erhf.ca).**

**Application deadline is September 22, 2017.**