



POSITION: Development Coordinator

Full-Time (37.5 hours/week)

Salary: \$55,000-60,000/year

Compassion House Foundation operates Sorrentino's Compassion House, a haven for women who must travel to Edmonton for cancer treatment. At Sorrentino's Compassion House, we have a vision to create a sanctuary of healing support. We make it our mission to support women fighting cancer by providing safe, comfortable and affordable accommodations during their cancer journey. Since opening in 2002, over 1600 women from more than 274 communities across Alberta, British Columbia, Saskatchewan, Yukon, Northwest Territories and beyond have found a haven at Sorrentino's Compassion House.

POSITION SUMMARY:

Compassion House Foundation is recruiting a Development Coordinator who is responsible for our donor database administration and handles gift inquiries made by current and prospective donors. You will act as an account liaison for Raiser's Edge and ensure that all operating procedures, data entry and reporting standards are met.

This position works closely with the CEO and Finance.

In this role you will:

- Respond to donor inquiries, accept and process donations made by phone and other mediums.
- Enter donor and donation information into Raiser's Edge including: donor profiles, donations, address changes, communication preferences and campaign information.
- Maintain and update donor recognition and stewardship plans in collaboration with the CEO.
- Code donations and gifts and ensure cash management and reconciliation procedures are adhered to.
- Prepare tax receipts, donor acknowledgement and donor reports.
- Perform donor prospecting and research.
- Data mine to monitor donor trends and identify new opportunities.
- Develop a grant prospecting and pipeline plan.
- Utilize Raiser's Edge to manage ticketing for all events through the Compassion House Foundation website.



Other

- Provide administrative support to the CEO including: scheduling meetings, coordinating travel for out of town business, preparing and submitting expense claims, preparing board packages and meeting minutes, developing presentations and other duties, as needed.

QUALIFICATIONS:

Education:

- Diploma in Business, Fund Development, Not-for-profit Management or a related discipline. Equivalent professional training and certification will be considered.

Experience:

- Minimum of 2 years' experience in a fundraising environment
- Experience with Raiser's Edge (NXT) best practices
- Demonstrated background in donor database management

Desired Competencies:

- Excellent computer skills including MS Office applications
- Knowledge of tax receipting in accordance with Canadian Revenue Agency guidelines
- Strong organizational and time-management skills
- Excellent interpersonal and communication skills
- Excellent attention to detail and accuracy

APPLY:

Send your cover letter and resume to michelle@compassionhouse.org

Reference ID: Development Coordinator

Application deadline: 2020-09-15