

## Donor Database Coordinator

**JOB SUMMARY:** The Donor Database Coordinator will maintain the data integrity of the donor database, and provide support to the Fund Development Team as directed by the Fund Development Manager.

**CLASSIFICATION:** This is a full time, hourly position.

### RESPONSIBILITIES:

- Maintain the Raiser's Edge database ensuring that donor records, thank you letters and tax receipts are accurate. Provide support to other OMHS Raiser's Edge users.
- Provide summary report to Finance department about gifts-in-kind and tax receipts. Provide mailing lists and donation reports
- Maintain online donations systems, set up new appeals and pledge-a-thons
- Set up and maintain monthly donors, and provide monthly reports
- Liaise with and respond to donor queries.
- Work with Fund Development Manager to prepare direct mail appeals, event invitations, event materials and general correspondence
- Provide administrative support for Fund Development events
- Help with Social Media
- Other duties as required

### REQUIREMENTS

- Proficient in The Raiser's Edge 7.92 (or higher)
- Proficient in Microsoft Office Suite of products (Excel, Word, PowerPoint)
- A knowledge of Constant Contact a definite asset
- Demonstrated written & oral communication/interpersonal skills
- Demonstrated ability to work within a team environment
- Demonstrated ability to work within a fast paced, stressful environment
- Must be detail orientated with strong organizational skills
- Education: High School Diploma and/or College as applicable
- Minimum three-(3) years in the Customer Relations field

### Employment is conditional upon

- Maintaining a valid driver's licence and access to an automobile
- Police background check
- Being able to work occasional evenings and weekends as required
- Maintaining confidentiality of OMHS information
- Ability to work around all species of animals

**Please submit a cover letter with resume to [donations@omhs.ca](mailto:donations@omhs.ca)**

**Commitment to Diversity and Accessibility:**

OMHS is an equal opportunity employer. We welcome diversity in the workplace and encourage applications from all qualified candidates including men, women, members of visible minorities, persons with disabilities, and Aboriginal peoples.

OMHS is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity, please advise the Executive Director in a timely fashion of any accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

We thank all applicants for their interest in joining OMHS. Given the volume of applications received, we request that you do not follow up your application with a phone call. We will contact only those candidates selected for an interview and thank you for your understanding.

**POSTED ON: June 22, 2017**

**ONLY THOSE CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED, no telephone calls please.**