



Job Posting

Position: Development Assistant (Part-time, Contract)

Reports to: Executive Director, Hotel Dieu Shaver Foundation

Hotel Dieu Shaver (HDS) Foundation effectively raises and stewards funds to support Niagara's only rehabilitation and complex care hospital, Hotel Dieu Shaver. Donors play an important role in the health care provided in our communities. Hotel Dieu Shaver Foundation relies on the generosity of the community to help meet the needs of patients at Hotel Dieu Shaver since funding from the government does not support the purchase of capital equipment and specialty programs.

Position Summary

The Development Assistant role at Hotel Dieu Shaver Foundation is a part-time (25hrs per week) role. This position will support the Foundation's fundraising programs by maintaining office records, systems and the fundraising database for tracking gifts, donors and prospects. This position will also assist in coordinating monthly board meetings and work with the Bookkeeper to assist with accounts payable and accounts receivable for the office.

Salary Range: \$22 - \$25 per hour

Primary Responsibilities

Maintain office records, systems and funding database for tracking gifts, donors and prospects:

- Maintain all aspects of gift entry, tracking, reporting and receipting
- Responsible for overall data control, quality and integrity of the entire Raiser's Edge database and Foundation network of files and folders
- Issue and document tax receipts and provide data reports to the Board of Directors and Executive Director
- Follow office policies and procedures
- Prepare deposits of donations and fundraising revenue including processing credit card donations as required
- Handle telephone calls and office visitors in a friendly and professional manner

Coordinate Foundation operations:

- Board Meetings
 - Organize and attend monthly board meetings and other committee meetings as required
 - Prepare agendas, draft minutes and other material for boarding meetings and other committee meetings as required
- Bookkeeping
 - Organize and prepare documentation such as donations and banks statements monthly for the bookkeeper, and annually for the audit
 - Prepare cheques, make bank deposits, perform accounts payable and accounts receivable and compile budget data
 - Other duties and projects as assigned



Qualifications:

- Minimum college and/or university degree or equivalent experience.
- Must have a minimum of two (2) years' experience in office administration. Understanding of healthcare and non-profit organizations is preferred.
- Proficiency using MS Office Suite at an advanced level. Working knowledge of Raiser's Edge/NXT Program.
- Demonstrated ability in planning, organizing and prioritizing multiple tasks and meeting deadlines in a busy environment with poise and patience.
- Must possess a high degree of resourcefulness, attention to detail, adaptability and ability to work effectively with minimal supervision.
- Dedicated to promoting the Foundation's fundraising priorities through developing excellent relationships with staff, patients and donors.
- Ability to work in a manner that exemplifies the core values of Hotel Dieu Shaver.

Vaccines (COVID-19 and others) are a requirement of the job unless you have an exemption based on medical or other ground pursuant to the Ontario Human Rights Code.

We invite you to join our friendly work environment. Please submit your resume and cover letter by Monday, February 27, 2023.

Email: tracy.geoffroy@hoteldieushaver.org

Mail:

Hotel Dieu Shaver Foundation
c/o Tracy Geoffroy, Executive Director
541 Glenridge Avenue
St. Catharines, ON L2T 4C2

Accommodations for job applicants with disabilities are available on request throughout the recruitment process.

We appreciate all applications received and advise that only those under consideration will be contacted.