

Advice of Position Vacancy

Date:	May 18,2023
Position Title:	Fundraising and Database Assistant
Posting Number:	2023-20
Annual Salary:	\$46,000.00-\$51,000.00 per year
Status:	Permanent Full time – Monday to Friday, 35 hours per week
Closing Date:	Position remains open until filled. Please send your resume and cover letter to humanresources@drpeter.org if you are interested in this position.

About the Dr. Peter Centre:

The Dr. Peter Centre provides compassionate HIV care for people living with significant health issues including mental illness, trauma, substance use, unstable housing and poverty.

Through its day health, 24-hour care residence and enhanced supportive housing programs, the Dr. Peter Centre provides healthy meals, counselling, therapies, nursing, and a safe place for peer socialization and support. This integrated model of care successfully engages individuals in their health care, improving adherence to HIV treatment and overall health.

We are currently looking for Fundraising and Database Assistant to join our Development team on a Permanent – Full time basis.

Position Summary:

As a member of a small, but mighty Development team, the Fundraising and Database Assistant reports to the Director of Development and is responsible for the following:

- Entering data, downloading data, and reconciling reports using the donor database per accepted standards.
- Preparing donor related correspondence and documentation.
- Supporting the team with events and activities for fundraising and communications.
- Preparing fundraising analysis reports periodically.

Skills

- Ability to produce high-quality work and manage multiple, competing priorities in a fast-paced environment with tight deadlines and last minute, unplanned requests, changes or feedback.
- Self-starter with the ability to follow through on tasks with minimal supervision and proactively make recommendations to achieve organizational goals.
- Demonstrated tact and sound judgement during difficult situations and display a high degree of discretion and decision-making ability.
- Handles information with sensitivity and confidentiality.

- Has a meticulous dedication to accuracy and consistency in all writing projects.
- Thinks strategically while implementing a number of related tactics.
- Creative, critical thinker; self-motivated, flexible, and adaptive.
- Strong interpersonal skills with ability to work independently and as a team player.

Key Responsibilities

- Manage the donor database, including data inputs and outputs.
- Administer monthly giving and online giving initiatives.
- Assist with direct mail appeals.
- Update online fundraising portals and other electronic tools as required.
- Provide reports on fundraising projects to the Director of Development.
- Prepare proposals, thank you letters, tax receipts and correspondence.
- Support the team with administrative tasks that assist in the planning and execution of fundraising events.
- Maintain inventory of general office supplies and equipment.
- Steward prospects, donors, clients, staff and volunteers appropriately.
- Assist the Centre's Reception team with front desk relief work.
- Develop efficient, effective and appropriate procedures.
- Contribute to an environment of collaboration, respect and teamwork.
- Represent the Dr. Peter Centre in a professional and ethical manner to ensure that the reputation of the Centre is maintained and enhanced.
- Conduct all business activities in accordance with Dr. Peter Centre terms and conditions of employment, policies and procedures.
- Assist in maintain computer inventory and act as the point person for support tickets with IT vendor.
- Perform other related duties as assigned/required.

Education, Qualifications and Experience

The ideal qualifications and experience of the Fundraising and Database Assistant are:

- Experience in fundraising (as an employee or volunteer).
- Experience using a donor database, such as Raiser's Edge or GiftWorks.
- Proficient with Microsoft Office Suite including but not limited to, Word, Excel, SharePoint, Outlook, and Teams.
Understanding of issues faced by underserved populations, including people living with HIV/AIDS, mental health conditions, substance use, poverty, homelessness, &/or discrimination.

General Working Conditions:

This is a full-time (35 hours per week) position, Monday – Friday. As some development functions/activities occur outside of normal business hours, occasional evening and weekend work will be required.

How to Apply:

Please send your resume and cover letter to humanresources@drpeter.org if you are interested in this position.

COVID-19 Restrictions:

- All employees working for the Dr. Peter AIDS Foundation must be fully vaccinated for COVID-19. Proof of vaccination status will be required.

Note: We thank all interested applicants. Regretfully, we are not able to respond to phone calls or emails, and we are able to respond only to those applicants who are being considered for an interview.