



Database and Finance Coordinator

Under the direction of the Director of Development, the Database and Finance Coordinator is responsible for all donation processing, database administration, and finance-related tasks occurring in-house as well as donor communication and correspondence.

This is a full-time (40 hours per week) contract position for approximately one year.

Salary Range: \$37,000 to \$45,000 annually

PRINCIPLE ACCOUNTABILITIES:

Database Management:

- Efficient and accurate data entry of donations and donor related information into Raisers Edge.
- Manage, update, and maintain Raisers Edge donor platform including general updating, merging duplicate records, updating existing records, creating new reports, and ensuring data is entered in a consistent format.
- Enter new constituent records into Raisers Edge including donors, prospects, adopters, sponsors from third party platforms including Canada Helps and Pet Point.
- Generate Raisers Edge reports for the development department on a monthly and 'as needed' basis (monthly donors, thank you calls, direct mail etc.).
- Ability to create new queries and analyze data for reporting and data trends.
- General database maintenance including but not limited to, merging records, adding appeals, creating custom fields, etc.
- Ensure there are up to date Standard Operating Procedures for Raisers Edge and Donation Receipting processes.
- Posting donation information to accounting software, as required.
- Maintain strict confidentiality and security of donor information

Finance Support:

- Assist in the preparation of reports on donation trends comparing current results with previous years
- Work closely and collaboratively with our finance department team members

Department Correspondence:

- Generate, respond to and mail correspondence between donors and the development department including thank you cards, thank you letters, next of kin letters, Amazon Wish list donations etc.
- Communicate with donors on the phone and through email to manage donor profiles, resolve issues or receive donations.
- Ensure donation tax receipts are compliant with CRA regulations

- Generate and mail tax receipts for all donations
- Manage production and project timeline for development including direct mail campaigns and Pet Talk newsletters.

POSITION REQUIREMENTS:

- Post-secondary education plus equivalent years of experience required.
- Experience in working with a database management system.
- Experience with Raisers Edge a definite asset.
- Experience working in a non-profit environment is an asset.
- Professional, personable, organized, with high attention to detail.
- Proven ability to take initiative, especially around problem-solving and improving processes
- Demonstrated relationship building skills.
- Able to prioritize, multitask and work independently as well as in a collaborative environment.
- Time management skills as incumbent may be required to work from both centres.
- Experience in website management is an asset.
- Excellent communication skills, both written and oral.

How to Apply:

Please submit your **resume and cover letter** to the attention of **Andrea Hart, Senior Manager, Human Resources & Volunteers** at: andrea.hart@kwsphumane.ca

This job shall be posted until filled.

We thank all candidates for their applications; however only those selected for an interview will be contacted.

The Humane Society of Kitchener Waterloo and Stratford Perth is an equal opportunity employer and supports workforce diversity. We welcome and encourage applications from individuals with diverse backgrounds and lived experiences, as well as individuals of all abilities. Should you require accommodation during the recruitment process, please contact Human Resources.