

Reference #: 2021-480

Perley Health is a community where more than 600 Seniors and Veterans thrive in long-term care and in independent-living apartments. Our person-centred approach to care helps to improve their physical, mental and emotional well-being. Donors like you enable us to provide exceptional care, and to conduct and share the research needed to transform the care of Seniors and Veterans.

Perley Health Foundation is the fundraising arm of Perley Health and is seeking a motivated and team-oriented individual for the position of:

Administrative & Fundraising Assistant to the Foundation

Full-time (37.5 hours per week)

Our Foundation team is looking for a dynamic, organized and efficient Administrative & Fundraising Assistant to help us achieve our mission - to raise funds to help Perley Health achieve its mission; excellence in the health, safety, and well-being of Seniors and Veterans with a focus on innovation in person-centered and frailty informed care and service.

RESPONSIBILITIES:

Donor Records:

- Following approved protocols and controls, receives donations to the Foundation, ensures that they are properly deposited and ensures that complete and full records are maintained at all times in Raiser's Edge;
- Ensures that thank you letters and receipts are issued in a timely and accurate manner;
- Maintains schedule and sends out reminders for pledge payments;
- Ensures that the Monthly donors Direct Debits and Credit Card donations are processed and entered in a timely and accurate manner;
- Ensures that all donor and prospect records are constantly updated and accurate;
- Ensures the complete confidentiality of all donor information according to Donor Bills of Rights.

Administrative tasks:

- Schedules Foundation Board and Committee meetings, coordinates and prepares document packages, orders catering, room booking, minute recordings;
- Accepts Executive Director's telephone inquiries and handles them in an efficient and professional manner;
- Maintains Executive Director's calendar.
- Performs day to day secretarial and administrative duties as relates to the needs of the Executive Director and Board of Directors.
- Maintains an up-to-date filing system;
- Maintains appropriate levels of office supplies and ensures that all equipment is in proper state of repair;
- Codes payables for Finance Department of the Health Centre;
- Perform monthly bank reconciliation for all donations;
- As required, greets members of the public, residents and family of residents/tenants who come to the Foundation office to drop off a donation or who require information;

Requirements:

- College diploma in a related field or equivalent background in fundraising and administration;
- Extensive knowledge of Microsoft Office suite programs, including word processing and spreadsheet applications;
- Knowledge of Raiser's Edge, an asset;
- Excellent organizational skills with the ability to meet multiple and competing priorities;

Requirements continued:

- Highly professional, acts with integrity;
- Creative, innovative and resourceful;
- A drive to succeed personally, and to support team success;
- Ability to work independently with minimal direction/supervision;
- Excellent verbal and written skills;
- Flexibility to work some evenings/weekends as required.

Compensation Range: \$45,389-\$55,276 plus benefits package

The deadline to apply for this position is **4:00 p.m. Monday, Dec. 20th /21**. All qualified candidates are encouraged to apply. As part of the selection process, we ask that candidates submit a cover letter (2 page max) that addresses the following questions:

- What interests you most about this position? How does this opportunity align with your career goals and interests?
- How does your education, skills and experience align with the position requirements?
- What are the strongest assets that make you a good candidate for this position?
- What do you see as your biggest challenge in this position? How would you overcome this?

E-Mail: jobs@perleyhealth.ca

PerleyHealthFoundation.ca

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

For candidates selected for consideration, Perley Health, upon request, will make reasonable accommodation for any disability-related needs with respect to the recruitment process and materials.