

Administrative & Fundraising Assistant to the Foundation



Reference number: 2022-105

Perley Health is a unique and innovative community that empowers Seniors and Veterans to live life to the fullest. Home to more than 600 Seniors and Veterans in long-term care and in independent apartments, Perley Health provides a growing number of clinical, therapeutic and recreational services to residents, tenants and people from across the region.

One of the largest and most progressive long-term care homes in Ontario, Perley Health is also a centre for research, education, and clinical innovation. Our Centre of Excellence in Frailty-Informed Care conducts and shares the practical research needed to improve care. Future caregivers come here to study and to acquire hands-on skills and experience.

Perley Health's values are brought to life each day by our over 800 employees. And more than 400 regular volunteers connect us closely with the community. Together, we improve the well-being of Canada's aging population.

We are embarking on a multi-year growth strategy, and are seeking an experienced

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;

Administrative & Fundraising Assistant to the Foundation

- **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.

The deadline to apply for this position is 4:00 p.m. Monday, March 7th, 2022 Please forward your cover letter and CV to: jobs@perleyhealth.ca

We thank all candidates for applying; however only those candidates selected for an interview will be contacted. No phone calls please.

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