



Career Opportunity Gift Administrator (Part Time – 2 ½ days/week)

Children's Health Foundation is the fundraising organization for Children's Hospital at London Health Sciences Centre, Thames Valley Children's Centre and Children's Health Research Institute. We inspire our community to help save and improve kids' lives, and we mobilize our community to ensure success and excellence in health care, rehabilitation and research for children and their families from across our region. Founded in 1922, Children's Health Foundation has granted over \$20 million to fund specialized health care initiatives, rehabilitation and research for children in the last 3 years.



Children's Health Foundation is a charity accredited by Imagine Canada. We are committed to building excellence, transparency and accountability in all areas, including governance, finances, fundraising, staff management and volunteer involvement.

ROLE DESCRIPTION

The Gift Administrator is an ambassador for Children's Health Foundation with primary accountability for the timely and accurate processing of donations, receipting and acknowledgement, as well as data maintenance in compliance with Canada Revenue Agency and Foundation policies. The Gift Administrator is part of a dynamic administrative team working to support the Foundation's integrated fundraising and engagement strategies toward the fulfilment of our Mission and Vision.

Key Responsibilities and Accountabilities:

- Updates and maintains current donor and new prospect information in Raiser's Edge including contact information, gift records, event attendees and seating arrangements, mailing preferences, and attribute records
- Works with fundraising team to enter sponsorships, donations, gifts-in-kind, and event registrations
- Inputs and verifies gifts, pledges, and pledge payments received through mail, e-mail, in person and online donation systems
- Examines returned mail and e-blast bouncebacks and ensures corrected addresses are recorded
- Receives cash, cheques, and credit card information and ensures funds received are appropriately accounted for
- Completes credit card processing for individual and monthly transactions
- Prepares charitable tax receipts, business receipts, and acknowledgement letters within determined timelines
- Generates reports using Raiser's Edge and Crystal Reports, to support the work of the fundraising team
- Assists at signature event registration and auction cash-out tables, as required
- Acts as back-up for reception
- Provides additional administrative support as requested

Education and Experience:

- Post-secondary business or administrative courses or the equivalent in work related experience, with progressive responsibility for data entry
- Demonstrated experience using Raiser's Edge software
- Demonstrated computer skills in Word and Excel

Required Skills:

- Well organized and detail oriented with a passion for customer service
- Analytical and problem-solving skills
- Excellent interpersonal skills to facilitate effective working relationships with colleagues
- Ability to work in a confidential and sensitive manner
- Ability to take initiative and work effectively

Working Conditions:

- The nature of the work is that some evening and weekend work may be required to meet deadlines or attend events, on approval of the supervisor.

Interested applicants are invited to submit a confidential letter of application and resume to careers@childhealth.ca by October 12, 2018. Please quote "Gift Administrator-CHF" in the subject line.

No phone calls please. While we wish to acknowledge all candidates, only those selected for an interview will be contacted.