



Fundraising & Donations Processing Assistant, Central Services (Internal/External Posting)

The Association of Neighbourhood Houses of British Columbia (ANHBC) is seeking an energetic and detail-orientated individual to join our team as our **Fundraising & Donations Processing Assistant** at ANHBC Central Services. Incorporated in 1894, ANHBC is a charitable non-profit that operates eight neighbourhood houses and an outdoor centre in the Lower Mainland. Our Central Services office is an active hub providing support across ANHBC and to three other related organizations.

The right person for this position is a mission-driven, highly motivated self-starter who is enthusiastic about achieving the goals and objectives of Association of Neighbourhood Houses BC. You bring knowledge in fundraising and experience with databases and CRM's. Reporting to the Director, Fund Development this position is part of the fundraising program and requires exceptional proficiency in CRM and database experience and has responsibility for the management and administration of the fundraising CRM (SUMAC), and donation processing including receipting.

Key Duties and Responsibilities:

- Manages the fundraising database (SUMAC) including data entry, and creating queries and reports.
- Prepares donor related correspondence and documentation.
- Administers monthly giving and online giving initiatives.
- Updates online fundraising portals and other electronic tools as required.
- Prepares proposals, thank you letters, tax receipts and correspondence.
- Stewards prospects, donors, participates, staff and volunteers appropriately.
- Assists the ANHBC central office Reception staff with front desk relief work.
- Develops efficient, effective and appropriate procedures for the fundraising CRM and other fundraising programs and platforms.
- Process all donations and issue corresponding tax/business receipts in accordance with Revenue Canada guidelines.
- Responsible for maintaining database hygiene, producing reports, mailing lists, and statistics on donors and fundraising campaigns.
- Co-ordinates and tracks stewardship activity of donors, sponsors, partners and funders.
- Assists and co-ordinates appropriate impact reporting to donors, sponsors, and funders.
- Serves as a liaison to Finance team, assisting with month-end and year-end bank reconciliation between donor database and accounting software.
- Assesses training needs of staff and volunteers to ensure their understanding of database procedures for fundraising initiatives.
- Prepares and provides/creates queries, lists, reports, dashboards, imports & exports, mailings (including producing target recipient lists for communications, appeals and campaigns, direct mail ("DM") merges (able to work with mailing houses to help execute on DM campaigns) & distributions, invitations, statistical analysis.
- Prepares and oversees any grant matching gift documentation and prepares, tracks, & files, gift agreements (and other relevant gift documentation).
- Provides data mining and research/briefs on prospects/donors; able to present research/briefs in end-user friendly fashion.
- Ensures other staff supply and update prospect/donor information in CRM.
- Carries out research and analysis on giving histories and patterns to determine philanthropic profiles including financial ability and capacity to make a gift.
- Assists at/for events as needed.
- Provides support to department on a range of administrative tasks including; postal, telephone, email, etc.
- Prepares materials for donor meetings, draft donor communications.
- Completes special ad-hoc research projects to support fund development strategies.
- Provides other administration duties as required.

Qualifications:

- Experience in donor databases or CRM. Advanced database skills would be an asset.
- Experience in fundraising (as an employee or volunteer).
- Proficient with Microsoft Office Suite and Google Suite including but not limited to, Word, Excel, Outlook, Teams and Google Docs.
- Completion of a related post-secondary diploma program (eg: administration, business, fundraising, non-profit management, etc.).
- One to three year's work experience in an administrative or fundraising support role including data management, preferably in a non-profit environment.
- Excellent administrative, organizational, communication and time management skills.
- Ability to work independently as well as build collaborative relationships internally and externally.
- Strong written and verbal communication skills.
- Ability to use a high degree of discretion in dealing with sensitive and confidential situations and material in regards to donors and other fundraising information.
- Able to perform tasks efficiently with minimal supervision; reliable and committed to meeting deadlines.
- Solution driven and creative problem solver.

Closing Date:

October 25, 2021

Hourly Wage:

ANHBC Band 8A

Terms of Employment:

Regular full time position at 35 hours per week

Submit cover letter and resume to:

Shirlyn Baskette, Director, Fund Development
Association of Neighbourhood Houses of British Columbia
#203 – 3102 Main Street,
Vancouver, BC V5T 3G7
Email: sbaskette@anhbc.org

ANHBC is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying. Our total compensation and benefits package reflects our commitment to our staff and their family.

We thank and acknowledge all applicants and will proactively contact those selected for interviews.