

Reporting to the Associate Director, Donor Relations, the Donor Relations Assistant is primarily responsible for providing administrative support to the Donor Relations team, working extensively with the donor database. The ideal candidate is tech-savvy, loves working with databases and has a proven talent for detail and accuracy.

Specific Responsibilities:

Donor Relations Administration

- Prepares the annual update of the Donor Wall, updates procedures as required and uploads data into Raiser's Edge
- Reviews donor thank-you letter merges and coordinates mail-outs
- Assists with the coordination of the production of donor recognition awards and plaques
- Assists with pulling lists and queries in Raiser's Edge
- Manages purchase order requests and other accounting administrative requirements
- Other administrative duties as required

Donor Events

- Prepares donor event invitation lists from Raiser's Edge and coordinates mailings
- Provides day-of co-ordination assistance for donor cultivation and donor recognition events including but not limited to annual donor recognition event, press conferences, donor ceremonies, cheque presentations, legacy circle luncheon, talk & tours, behind the scene events, cultivation dinners, campaign related donor events and other special events
- Manages donor event RSVP segment
- Coordinates printing and distribution of event invitations
- Assists with various event logistics and preparation
- Create and assemble materials for events including registration lists, name tags, place cards, event signage and take away packages
- Assist with post-event thank you
- Assist with Raiser's Edge event related data entry, report pulling, and importing attendance lists
- Other event-related requirements as required
- Attends, volunteers and participates in Foundation events

As the ideal candidate:

- You have 1 to 2 years' experience, ideally in a similar role in a not-for-profit fundraising environment;
- You are experience with the Raiser's Edge database or similar CRM software, tech-savvy and have a demonstrated ability to learn new software systems quickly;
- You are proficient in the Microsoft Office suite of products, Photoshop and InDesign. High level of proficiency with Word, Excel and mail merge documents;
- You have knowledge of media platforms an asset for example Better Impact, Constant Contact etc.;
- You understand the fundraising cycle and experience in donor relations and accountability a definite asset;
- You have exceptional attention to detail and high degree of accuracy without supervision;
- You have proven strong planning, organizational and time management skills with exceptional ability to manage multiple tasks simultaneously and ability to maintain priorities with constantly changing timelines;
- You are able to work both independently with minimal supervision and collaboratively as part of a team;
- You have a demonstrated ability to work well under pressure in a highly diverse environment with time and resource constraints;
- You have excellent judgment and discretion in dealing with confidential and sensitive matters;
- You have exceptional written and verbal communication skills, including excellent interpersonal and presentation skills;
- You are capable of professionally interacting with variety of people, including board members, donors, volunteers, hospital staff and general public, always in a courteous manner, both in person and on the telephone;
- Fluency in Chinese as a second language (Cantonese), both written and verbal, with the ability to type in Chinese characters is an asset.

Why you should work for Richmond Hospital Foundation:

- Richmond Hospital Foundation is a recent proud recipient of the Canadian Nonprofit Employer of Choice Award.
- We are a talented and committed team in the not-for-profit sector.
- We offer competitive compensation and benefits.
- We invest in our people through actively supporting their learning and development.
- We are passionate about our values and we live them daily: Inspire Joyful Giving, Create Philanthropic Impact, Exemplify Integrity, Celebrate Diversity, Optimize Teamwork, Demonstrate Committed Leadership.
- We are conveniently located a short 10-minute walk to the Canada Line and Richmond Centre.

About Us:

Our mission is to be the catalyst for donors to help fulfil the needs of our community and drive forward positive, transformational changes to local health care right here in Richmond.

How to Apply:

If you match the ideal candidate description and are interested in this position, please apply through our posting on Indeed.ca. Please let us know if you were referred to the position by one of our employees, donors, or Board members.

We sincerely thank all applicants for their interest in working with the Richmond Hospital Foundation. We will contact only those being considered for the position.