



JOB POSTING CONTRACT – MATERNITY LEAVE

Job Title: Office Coordinator

Reports To: Information And Finance Officer

Contract: Full Time Hours, Immediate Placement to September 28, 2018

Job Purpose:

The Office Coordinator is the first point of contact for incoming visitors and donors and is responsible for gift entry, contact management, and routine data maintenance projects.

Responsibilities:

- Service-oriented, approachable and professional with all levels of staff and external stakeholders
- Undertake reception/front desk duties including answering and monitoring main telephone line, incoming and outgoing mail
- Data entry and database maintenance for Raiser's Edge
- Administration support for online donation program using AKA Raising
- Responsible for general meeting support – assisting with booking tours, follow up calls for the fund development team
- Manage files, office supplies, and inventory
- Ensure accurate, complete and timely entry of gifts in Raiser's Edge database
- Ensure integrity and functionality of database - lead clean up and ongoing management of donor data
- Prepare gift batches for data entry, balance daily receipts and prepare deposits
- Responsible for tracking and sending acknowledgments to donors
- Administration of Payday Lottery program
- Work on special projects and other tasks as assigned

Position Requirements:

- Experience in the fundraising or customer service industry
- Exceptional customer relationship skills

- Proficiency in MS Office applications
- Excellent written and oral communication skills
- Strong organizational and prioritization skills
- Knowledge of Raiser's Edge is an asset

Application deadline: September 18, 2017

To apply for this position, please send a cover letter and resume to foundation@lakeridgehealth.on.ca. Please quote "**Office Coordinator**" in the subject line of your email. We thank all applicants in advance. Only those selected for an interview will be contacted.