

## **Opportunity available: Administrative Coordinator**

### **Responsibilities will include:**

- Responsible for efficient functioning of the Foundation office, including coordinating schedules and managing meeting bookings as needed;
- Processing donations including primarily credit card and on-line donations, issuing receipts and updating records in the donor database, sending pledge reminders as needed;
- Assist with accounting tasks by scanning documents as received, filing and supporting external bookkeeping resources to ensure timely reporting;
- Generate reports from donor perfect, including monthly batch reports and various others to support fundraising strategy and requests from all team members;
- Respond to information requests and general correspondence, communicating with vendors, donors and other stakeholders;
- General support for the Foundation team such as organizing and maintaining relevant electronic and paper files, printing and scanning documents etc.;
- Working closely with other members of the professional team to provide support for major gifts and events as needed.

### **Qualifications and Competencies**

The ideal candidate is forward thinking with the ability to anticipate and respond to the needs of the team appropriately and diligently. You are an avid learner and can take instruction and feedback well, and are able to hold many details and priorities at the same time. You can undertake a task with confidence, yet you are comfortable asking for assistance or clarification if unsure.

#### **Competencies**

- Personal integrity, sound judgment and a customer-centered approach
- Ability to manage confidential information professionally
- Reliability and strong work ethic
- Excellent interpersonal skills

#### **Qualifications**

- Bilingual (French/English)
- Post-secondary education
- Computer proficiency in using the MS Office suite and experience with donor databases such as Donor Perfect will be considered an asset.

**If interested, please send your application at [laura.fish.comtl@ssss.gouv.qc.ca](mailto:laura.fish.comtl@ssss.gouv.qc.ca).**