



## Winchester District Memorial Hospital Foundation

**Position:**

Administrative Assistant

**Position Status:**

Permanent Part –Time (32 hours per week), Non-Union

**The Business:**

The Winchester District Memorial Hospital Foundation (WDMHF) is a small but dynamic organization. Our mission is to raise funds to support WDMH in providing the very best of health care close to home for the residents, who are the heart of our community, and whose wellbeing depends on this fundamental right.

**The Role:**

Reporting to the Managing Director, the Administrative Assistant contributes significantly to the effective and efficient operations of a small, but busy Foundation.

**Main Duties:**

Administrative

Duties include but are not limited to: composing letters; copying; faxing; filing; scanning; sorting incoming and outgoing mail; arranging for equipment repairs; ordering catering; acting as recording secretary for the Board of Directors and other committees as needed; assisting donors, patients and visitors; proof reading; monitoring and ordering office supplies and stationery; providing event support as required; maintaining a collaborative relationship with all WDMHF staff, volunteers and stakeholders.

Financial

Duties include but are not limited to: accepting in-person and telephone donations; data entry into the Raiser's Edge database; processing monthly credit card donations; issuing cash receipts as required; preparing bank deposits; processing weekly credit card transactions.

Raiser's Edge Data Base

Duties include but are not limited to: ensuring that deceased donor information is kept up-to-date; attaching media as required; recording actions as required; data entering gifts; issuing official income tax and business receipts as per the CRA guidelines and WDMHF policies; assessing gifts to determine appropriate campaign, fund, appeal and package; removing duplicate constituent records; creating/linking relationships; creating new constituent records; determining if

donations meet eligibility for an official income tax receipt; editing existing records as required; ensuring all information entered into the data base is accurate; adhering to all data entry policies and procedures.

### Stewardship

Duties include but are not limited to: Placing thank you calls; writing hand-written thank you notes / letters.

### **Qualifications:**

Must care about WDMH and our local communities

High proficiency with MS Word, Excel and Outlook

Understanding of donor relations concept (acknowledgement, recognition, stewardship, ask again)

General understanding of fundraising principles

Ongoing education and development is expected

Willingness to learn Raiser's Edge database

Willingness to learn receipting rules as the per the Canada Revenue Agency guidelines

### **Competencies:**

Exceptional organizational skills

Ability to work under pressure

Ability to meet deadlines

Ability to work in a fast-paced environment

Exceptional interpersonal and communication skills in English

Strong attention to detail

Ability to work both independently and as part of a team

Ability to work with minimal supervision

Available to work evenings and weekends as required

Ability to sit or stand for extended periods of time

Good problem solving skills

Ability to represent the WDMH Foundation in a professional manner at all times

Ability to exercise solid judgement

Exceptional time management skills

Takes pride in doing a good job and has a high commitment to quality

Acts with discretion at all times when dealing with confidential information

Interested candidates are asked to forward their cover letter and resume to [kcasselman@wdmh.on.ca](mailto:kcasselman@wdmh.on.ca) by 4:00 pm on October 15<sup>th</sup>, 2019.

The Winchester District Memorial Hospital Foundation welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.