



WDMH Foundation

Position: Data Services & Office Administrator

Position Status: Full-Time (37.5 hours per week), Non-Union

Start Date: September 15, 2025

About the Foundation:

The WDMH Foundation is a small but dynamic organization, fundraising to support the needs of both the Winchester District Memorial Hospital (WDMH) and Dundas Manor Long-Term Care Home. We work hard to ensure that our donors trust us, feel our gratitude, are well-informed, and enjoy positive giving experiences. Through their monthly, annual, planned, in-kind, and future gifts, our amazing donors support healthcare close to home.

Our Commitment:

Together with current and future donors who - like us - value excellence in local health care, we work to inspire and support their investments of time and financial gifts.

We work hard to ensure that our donors trust us, feel our gratitude, are well-informed, and enjoy positive giving experiences. In all things, our donors are #1.

We value accountability, transparency, and integrity - and celebrating our donors' achievements and successes along the way.

Summary of the Position:

Reporting to the Executive Director, the Data Services & Office Administrator contributes significantly to the effective and efficient operations of a small, but busy Foundation. This position works very closely with the Donor Relations Specialist.

Nature and Scope of Work:

*Duties include but are not limited to the following:

Administrative

- compose various letters
- copy / file / scan documents
- sort incoming and outgoing mail
- arrange for equipment repairs
- order catering for meetings
- act as recording secretary for the Board of Directors and other committees as needed
- assist donors, patients and visitors
- assist and support Foundation staff and volunteers as needed
- proofread colleague's documents
- monitor and order office supplies and stationery
- provide event support as required
- develop policies and procedures as required
- maintain a collaborative relationship with all WDMHF staff, volunteers and stakeholders

Financial

- accept in-person and telephone donations
- data entry into the Raiser's Edge / NXT database
- process credit card donations
- issue cash receipts as required
- monitor of various third-party donation sites for gifts
- reconciliation of bank accounts
- prepare bank deposits and do bank runs with personal vehicle.

Raiser's Edge / NXT Donor Database

Duties include but are not limited to:

- adhere to all data entry policies and procedures
- management of database for accuracy of information
- ensure that all information entered in the database is accurate
- ensure that all donor information is kept up to date in a timely manner
 - create new constituent records
 - edit existing records
 - review obituaries to ensure deceased donor information is added
 - remove duplicate constituent records
 - create / link donor relationships

- attach media as required
- record actions as required
- assess gifts to determine appropriate campaign, fund, appeal and package
- data enter gifts
- determine if donations meet eligibility for an official income tax receipt
- issue official income tax receipts and business acknowledgments as per the CRA guidelines and WDMHF policies
- review receipt text regularly prior to issuing receipts

Stewardship of Donors

- organize and make thank you calls as per Thank You Call Policy
- write hand-written thank you notes / letters
- Greet donors / visitors / patients and handle their needs or provide direction
- Customize letters and receipt text as needed

Miscellaneous

- Participate in new employee orientation
- Participate in educational training / staff education as assigned or required
- Other duties as assigned

Qualifications:

- Must care about local health care in our region (must be able to demonstrate)
- Minimum 2-year Business Administration diploma or equivalent experience.
- High proficiency with MS Word, Excel and Outlook (will be tested)
- Understanding of donor relations concept (acknowledgement, recognition, stewardship, ask again)
- General understanding of fundraising principles
- Ongoing education and development are expected
- Willingness to learn Raiser's Edge / NXT database
- Willingness to learn receipting rules as the per the Canada Revenue Agency guidelines
- A valid G2 or higher driver's licence, access to a reliable vehicle, and appropriate insurance
- 50 WPM with 80% accuracy (will be tested)
- 140 characters per minute with 80% accuracy (will be tested)

Competencies:

- Exceptional interpersonal and communication skills in English (both written and verbal)
- Must demonstrate discretion and professionalism in protecting confidentiality of donors.
- Strong attention to detail
- Exceptional organizational and time management skills
- Ability to work under pressure
- Ability to meet deadlines
- Ability to work in a fast-paced environment
- Ability to work both independently and as part of a team
- Ability to work with minimal supervision
- Available to work occasional evenings and weekends as required for events
- Ability to sit or stand for extended periods of time
- Good problem-solving skills
- Ability to always represent the WDMH Foundation in a professional manner
- Ability to exercise solid judgement
- Takes pride in doing a good job and has a high commitment to quality
- Proven ability to read cursive writing (will be tested)

WDMH Commitment Statement:

The duties and responsibilities of this position include alignment with the Winchester District Memorial Hospital's Commitment Statement. It is the Hospital's mandate to ensure that all employees adhere to the following as a duty of their employment:

Our Commitment

We are here to care for our patients with compassion - close to home and with our partners.

We pursue excellence in all we do.

We are one team. We value respect, accountability, innovation, and learning.

Patient Safety:

Every employee's responsibility is to ensure that the hospital's patient safety goal continues to be the centerpiece of our quality and risk management program and that every patient is treated within a safe environment. To ensure compliance with this goal, each employee must:

- Find, report and prevent incidents/near misses or adverse effects
- Communicate/report areas of concern immediately to your manager
- Complete a Near Miss Form or Incident Report to communicate or report incidents or near misses

Application Information:

Interested applicants should apply in writing, (by email only) indicating their qualifications in a cover letter and resume to Cindy Ault Peters, Executive Director, WDMH Foundation at: cpeters@wdmh.on.ca.

At WDMH, we want you to experience work that is positive and rewarding -- in a safe, supportive, and professional environment. We are driven by Compassionate Excellence and are committed to providing an inclusive and barrier-free work environment. We invite all qualified applicants to explore careers with the WDMH Foundation. Accommodations are available on request for candidates taking part in all aspects of the selection process. For information or to discuss any specific needs you may have in the interview process or in any testing required of candidates, please email cpeters@wdmh.on.ca.

We appreciate interest from all candidates, however only those selected for an interview will be contacted.

Job Posted: August 6th, 2025

Application Deadline: August 18th, 2025 at 5:00 pm

Compensation:

Compensation for this position will be \$42,822 per annum, with a comprehensive benefits package and three weeks of annual vacation.