

We're Hiring!



ADMINISTRATIVE ASSISTANT, FUND DEVELOPMENT

Posting Requisition	<i>A21985</i>	Program	<i>Administrative Services</i>
Job Type	<i>Regular, Full-time</i>	Location	<i>Surrey, BC</i>
Hours of work	<i>35 hours per week</i>	Closing Date	<i>Open Until Filled</i>

Options Community Services is a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

As a part of the leadership team for Options Community Services, the Administrative Assistant will help build the capacity for a dynamic organization poised for significant expansion of its programs, services and the associated Facilities and Housing projects. Working closely with and leveraging senior leaders, the position is responsible for the administrative aspects of (fund) development and makes a significant contribution in meeting the fundraising and housing project goals of the agency.

ACCOUNTABILITIES

- Draft donor correspondence, including solicitation and acknowledgment letters, as needed and manage the timely acknowledgement of all contributions.
- Manage recordkeeping on program activities and achievements for use in reports to stakeholders.
- Maintain the Raiser's Edge database with donor records on a timely basis, to increase fundraising capacity and ensure data integrity.
- Prepare a variety of reports including contact, giving history and prospect clearance status using constituency information database.
- Schedules and coordinates Leadership Team events (i.e., training and development sessions, etc.), manages RSVPs, assembles and distributes resources and files records, as appropriate.
- Tracking, developing and maintaining processes for ensuring accurate promotional product inventory management; reconciling any discrepancies in inventory data.
- Schedules Leadership Team meetings, prepares agendas, assembles relevant support material, ensures timely delivery to the Senior Leadership Team and files records, as appropriate.
- Provides general support to the Executive Assistant including assistance with preparation for the Annual General Meeting.
- Performs other related duties, as required.

QUALIFICATIONS

Education, Training, and Experience:

- Post-secondary education in business administration or a related field and a minimum of one-year recent related* experience.

Recent related experience must have occurred in the last 5 years and must include:

- Experience with Raiser's Edge or equivalent fundraising databases (i.e., Salesforce).
- Experience with marketing, graphic design and general (product) publishing.
- Proficiency in MS Office including Word, PowerPoint, Publisher, Excel, Outlook and Access.
- Experience with website maintenance using tools such as Wordpress or Drupal.

We are an equal opportunity employer committed to hiring a diverse workforce

Posted: 22-Jan-11

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A combination of education and experience may be considered.

Preference may be given to candidates with prior experience in a non-profit environment.

Knowledge:

- Knowledge of fund development and donor management.

Skills and Abilities:

- Exceptionally well organized, dependable, and able to set priorities to meet deadlines efficiently and accurately.
- Must be able to multi-task, take direction and work independently.
- Demonstrated discretion with handling and maintaining confidentiality and sensitive information.
- Strong organization and time management skills.
- Exceptional attention to detail.
- Excellent written and verbal communication skills.
- Strong editing and proofreading skills.
- Desire to learn about all aspects of non-profit fundraising and marketing.
- Ability to multi-task and problem-solve effectively.
- Good time and general management skills.
- Demonstrated flexibility and the ability to adapt to a changing environment.
- Must have a valid Driver's License and reliable vehicle.

SPECIAL REQUIREMENTS

- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check / Vulnerable Sector search preceding their start date.
- Applicants may be required to provide proof of Covid -19 vaccination.

**An eligibility list may be maintained for up to six months. Eligible applicants may be offered a casual position.*

PLEASE APPLY TO: Dee Sharma, Deputy Executive Director
Options Community Services Society
Email: recruitment@options.bc.ca

Please include a cover letter clearly indicating the posting number [posting #21985] and outlining your qualifications and related experience for the position.