

## INTERNAL/EXTERNAL

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| <b>Job Title:</b>            | Data and Admin Coordinator - Fundraising    |
| <b>Type:</b>                 | Full-Time, Permanent, Non-Bargaining Unit   |
| <b>Number of positions:</b>  | 1   |
| <b>Hours:</b>                | 37.5 hours per week                         |
| <b>Rate:</b>                 | \$56,082 – 61,912 per year                  |
| <b>Reports to:</b>           | Senior Manager, Digital Marketing and Brand |
| <b>Posting Date:</b>         | March 16, 2020                              |
| <b>Application Deadline:</b> | March 27, 2020                              |
| <b>Location:</b>             | 36 Lombard St.                              |

Fred Victor is a not-for-profit, multi-service community-based organization that has assisted people living on low incomes in Toronto for over 125 years. We work in partnership with women and men from diverse backgrounds who face poverty, homelessness, mental health issues, addictions, and/or social isolation to address their needs and hopes and advocate for a more equitable society. Please see our website at [www.fredvictor.org](http://www.fredvictor.org).

Reporting to the Senior Manager, Digital Marketing and Brand, and working collaboratively with other members of the Fred Victor Fundraising Team, the Data and Admin Coordinator is responsible for ensuring the effective management of Fred Victor's donor data.

This critical fundraising position will implement strategies to ensure donor gifts are entered accurately and timely; donor information is secure and detailed; donor and donation data is available to inform department plans and growth.

### **Responsibilities:**

#### **Data Entry**

- Ensure timely and accurate entry of donor information, donations and event participants
- Oversee entry of volunteer data (hours, communication records and tasks)
- Maintain and work to improve overall integrity of database
- Review and upload back feed files for address corrections/donor notes
- Ensure the timely issuance of thank you letters and tax receipts
- Liaise with suppliers to trouble shoot, identify and solve problems
- Provide training on Sumac for staff and volunteers as required to ensure data integrity

#### **Administrative Duties**

- Supervise Development Administrator
- Oversee monthly reconciliation with the finance team
- Oversee gift processing policy and procedures
- Provide Administrative support to the Director Fundraising & Communications
- Maintain fundraising hard files
- Provide events team with required reports leading up to Event Day
- Manage all third party donation platforms
- Provide excellent donor service, answer donor and volunteer calls/emails

### **Data Management and Analytics**

- Extract data for: direct mail solicitations, newsletters, event communications, invitations, etc.
- Analyze appeals and program performance
- Provide reports for Fundraising, Events, Volunteer Management and Communications
- Work collaboratively with team on understanding business needs and translating these needs into actionable reports
- Undertake data analytics to support organizational decision making and make recommendations as needed

### **Qualifications:**

- A minimum of 3 years working with CRM data systems
- Experience performing data analytics and data segmentation preferably with Sumac
- Experience importing transactions, event participants preferably with Canada Helps
- Flexible work hours are required during peak times or system updates
- Knowledge of fundraising best practices (including: events and direct mail) & CRA guidelines
- Experience working in the charitable sector an asset, with knowledge of online giving platforms

**Please submit a cover letter and resume no later than 5:00 p.m. on March 27, 2020 to:**

**Ina Dukule  
idukule@fredvictor.org**

**Applicants should quote “Data and Admin Coordinator” in the subject line.**

**A Police Records Check is required by the final candidate(s) prior to hiring. No phone calls, faxes, or mailed resumes please.**

*We strive to foster a workplace that reflects the diversity of the community we serve and welcome applications from all qualified candidates; however, only those selected for an interview will be contacted.*

*Fred Victor is also committed to developing an inclusive, barrier-free selection process and work environment. If contacted, please advise the hiring manager if you require any accommodation measures to ensure you will be interviewed in a fair and equitable manner. Information received relating to accommodation requests will be treated with confidentiality.*