

POSITION DESCRIPTION

Title:	Administration & Development Assistant
Reports to:	Executive Director
Direct staff reports:	N/A
Hours:	32 hours per week Some evening and weekend work required to attend meetings and events

The Cancer Assistance Program (CAP) is a community-based not-for-profit organization that provides free services for individuals affected by cancer, living in the greater region of Hamilton and surrounding communities. The services offered by CAP are practical and tangible in nature. They have a focus on creating access and removing barriers, promoting personal safety, reducing or eliminating financial burden and offering individuals with cancer the opportunity to live more comfortably, with dignity and improved emotional health.

SUMMARY OF POSITION

GENERAL RESPONSIBILITIES:

The Administration & Development Assistant is responsible for managing the day to day operations of CAP's administrative office, including administrative support for the Executive Director and Manager of Fund Development. The successful candidate will be detail oriented, have exceptional organizational talents and database management skills that are matched by an ability to communicate respectfully and professionally with donors and volunteers.

1. Data Management

- Management of donor database, inputting correct and accurate data entry of all donor gifts, pledges and donor information
- Produce all tax receipts, thank you and acknowledgement letters
- Prepare daily deposit financial reports and weekly bank deposit
- Process all credit card payments
- Download and process all online donations and donations from online charitable platforms
- Prepare timely and regular donor and fundraising status reports
- Maintain filing system of all donation documents, thank you letters, financial reports to assist in annual audit
- Prepares donor data for fundraising campaigns

2. Executive Director & Board of Directors Administrator

- Support the Executive Director with day-to-day administrative activities, business correspondence and the coordination of special projects as delegated
- Maintain filing system(s)
- Liaise with suppliers, managing purchases and bill payments
- Provide a high level of customer service to donors, volunteers and board members
- Is the first point of contact for donors on the telephone and on a walk-in basis
- Answer phone calls and respond to donor inquiries and donations

- Manage and ensure office cost efficiencies
- Maintain all business contracts, office equipment and purchasing of all building, office and stationery supplies
- Open and distribute mail to all staff
- Manage all aspects of internal Health & Safety Committee
- Manage all building maintenance & repairs, phone and I.T. system issues

3. Board of Directors

- Provide administrative support for Board of Director and Board committee meetings
- Draft agendas, collect and distribute meeting materials
- Attend all meetings, recording and distribution of meeting minutes
- Maintain Board of Directors Policy Manual and Orientation binders
- Assist with documentation and preparation of Annual Report and Annual Meeting

4. Fund Development

- Provide administrative support for the Manager of Fund Development, including all special event and fundraising committee meetings
- Draft agendas, collect and distribute meeting materials
- Attend all meetings, recording and distribution of meeting minutes
- Update event tracking files, assisting with follow-up and payments as needed
- Provide support at all Fundraising events

QUALIFICATIONS:

- Proven work experience as an Administrative Assistant, Administrator, or similar role
- Experience with nonprofit database software (eTapestry / Raiser's Edge)
- Proficient in Microsoft Office (particularly MS Word and MS Excel)
- Excellent time management skills, attention to detail and ability to prioritize tasks
- Excellent interpersonal, leadership and communication skills
- Fundraising or development experience an asset
- Flexibility to work evenings/weekends for meetings and events as required
- Valid driver's license and \$2,000,000 Third Party Liability Insurance
- Presentation of a clear vulnerable police clearance check

To apply, please submit resume to humanresources@cancerassist.ca by **noon on Monday March 2, 2020**. Thank you to all those who have expressed interest but only those individuals chosen to move to the next stage will be contacted personally.