

Alzheimer Society

DURHAM REGION

Title: Fund Development Associate

Status: Full time (35 hours per week) - permanent status

Reports to: **Director of Philanthropy**

Supervises: Volunteers as required

Position Summary:

Under the supervision of the Director of Philanthropy, the Fund Development Associate will be responsible for the administration of the Fund Development department and help grow fundraising revenue through donor stewardship, cultivation activities and special events to allow the Alzheimer Society of Durham Region to meet our immediate and long-term financial goals.

Responsibilities:

Donor Cultivation & Stewardship (50%)

- Assist with donor mailings (appeals, update letters, reports etc.)
- Conduct research on new, existing, and prospective donors using external research tools
- Prepare handwritten thank you cards to low-level donors (under \$100)
- Prepare donor listing for the Annual Report

Special Events

- Act as staff support for Society led fundraising events, including IG Wealth Management Walk for Alzheimer's
- Provide administrative support for third party event initiatives
- Keep meticulous records using Raiser's Edge to manage event data
- Represent the organization at donor events to enhance the Society's profile as required

Data Management & Administration (50%)

- Responsible for reviewing, entering, and posting of all donations in Raiser's Edge
- Process cheque, cash, and credit card payments according to standard procedures
- Process all online donations from a variety of donor platforms
- Responsible for maintaining backup documentation for all donations and ensures compliance with CRA rules and regulations
- Responsible for issuing tax receipts in accordance with CRA rules and regulations
- Accept donations via phone and respond to inquiries and requests related to donations and tax receipts
- Manage automatic payment schedules for pledge payments and monthly donations
- Responsible for maintaining accurate constituent records using Raiser's Edge

- Generate customized reports and queries using Raiser's Edge
- Work with team to analyze donor data and trends
- Assist with the planning and year end audits for all requests related to donation revenue
- Work with Fund Development team on special projects including agency accreditation

Other Duties

- Perform other duties consistent with the job classification, as required.

Qualifications:**Education**

- Post-secondary degree or diploma in fundraising or a related field

Experience

- Minimum of 1 year experience in a non-profit fundraising role (placement and/or volunteer roles accepted)
- Experience with Raiser's Edge NXT fundraising and donor management software is an asset
- Proficiency with Microsoft Office applications is required

Other Knowledge, Skills, Abilities or Certifications

- Excellent attention to detail and ability to audit work for accuracy and quality
- Superior communication skills, verbal, written and interpersonal skills
- Excellent organizational and time management skills
- Ability to deal with confidential data
- Follow standard processes and procedures related to gift entry and report preparation
- Ability to work under pressure and manage multiple tasks simultaneously while adhering to deadlines
- Demonstrated ability to work independently and as a team
- Ability to work occasional evening and weekend hours for special events
- Valid 'G' Ontario driver's license with access to a vehicle
- The successful candidate will be required to provide a Vulnerable Persons Check (police check) conducted within the last two months.

Physical Demands

- Able to lift and move boxes and event materials up to 20kgs

Travel

- Must have insured vehicle and be able to travel throughout Durham Region

TO APPLY:

- Please submit your application to **jobs@alzheimerdurham.com** quoting “**Fund Development Associate**” in the subject title no later than **September 29th at 4:00 p.m.**

No phone calls please. We thank you for your interest in applying to the Alzheimer Society of Durham Region; however, only candidates selected for an interview will be contacted.

Human Rights Code & AODA:

The Alzheimer Society is an equal opportunity employer, and we are dedicated to building a workforce that reflects the diversity of our communities in which we live and serve. We are also committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Commitment to Equitable Recruitment

The Alzheimer Society of Ontario recognizes the value and dignity of each individual and ensures everyone has genuine, open, and unhindered access to employment opportunities, free from any barriers, systemic or otherwise. We are dedicated to building a diverse and inclusive work environment, where the rights of all individuals and groups are protected and all members feel safe, respected, empowered, and valued for their contributions.

Our values include **justice** and **connection** and are the guideposts we use for decision-making of all kinds. We believe that this will guide the organization toward a place of inclusion for all - where equity and access to essential supports and services becomes the reality.

We are committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA. The Alzheimer Society of Ontario welcomes those who have demonstrated a commitment to upholding the values of equity and social justice and we encourage applications from First Nations, Inuit and Métis, Indigenous Peoples of North America, Black and persons of colour, persons with disabilities, people living with dementia, care partners and those who identify as LGBTQ2S+.

The Alzheimer Society requires that you be fully vaccinated for COVID-19, subject to any accommodation obligations it may have under human rights legislation.

Disclaimer

This job description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. Incumbent may be asked to perform other duties as required.

Approved: August 2022