

The Scott Mission

Posting Closing Date: Oct 18, 2021

Position: Gift Processing Assistant
Department: Marketing & Philanthropy
Contract Date: Oct 18 – Jan14, 2022 (with the possibility of an extension)
Status: Full Time Contract (37.5 hour/week)
Work Location: 502 Spadina Ave

POSITION SUMMARY:

The Gift Processing Assistant will be based in 502 Spadina Ave and will be responsible in assisting day-to-day gift data entry and other donor related operational tasks.

Duties & Responsibilities:

- Enter all gifts in batch entry and generate tax receipts and acknowledgement letters for donors
- Assist in preparing cash and cheques for deposit by batch, and produce appropriate documentation for Finance
- Create records for new donors and make necessary changes to existing donor records in fundraising database
- Answer phone calls courteously, take donations over the phone and respond to donor inquiries
- Support the Development team in day-to-day activities
- Make Donor stewardship phone calls
- Other duties as assigned

Qualifications:

- Experience with Raiser's Edge or similar fundraising database, specifically data entry, gift batching and receipting.
 - Knowledge of CRA tax receipting guidelines
 - Proficient in MS Office and comfortable working extensively with computers
 - Detail-oriented and ability to enter information with accuracy and speed
 - Impeccable telephone etiquette
 - Adhere to confidentiality and privacy protocols of donors
 - Adaptable in a team environment and is a team player
 - Ability to multi-task and work independently
 - Superb command of the English language (both written and oral)
 - Affinity to work in a medium-sized non-profit, charitable environment
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A combination of education and experience that demonstrates the ability to perform the responsibilities of this position may be considered in lieu of stated education and experience requirements. Interested applicants are invited to send a resume with cover letter to: careers@scottmission.com

The Scott Mission welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Employment is conditional to results of Police Reference Check and satisfactory reference.