



## **JOB POSTING**

### **Office & Fundraising Administrator**

Big Sisters of BC Lower Mainland ([www.bigsisters.bc.ca](http://www.bigsisters.bc.ca)) is non-profit society committed to enhancing the self-esteem and well-being of girls through supportive friendships with caring women. We are proud to offer our employees a supportive and positive working environment, an excellent vacation and benefits package, and our commitment to work/life balance. As an organization that is seen as a leader in mentoring, we look for employees who are committed to our mission and passionate about mentoring for at-risk girls.

We are current seeking a full time Office & Fundraising Administrator. The ideal candidate is detail-oriented and has experience providing administrative fundraising support using a fundraising database. They will be proficient in computers and software and able to ensure the smooth functioning of our office.

#### **RESPONSIBILITIES**

**Reporting to the Director of Operations, you will be responsible for:**

- Managing the Raiser's Edge fundraising database including inputting data, managing donor information, ensuring accurate and timely processing of donations, preparing thank you letters and tax receipts, running database queries, and conducting mail merges;
- Managing accounts payable and donations and making weekly bank deposits;
- Liaising with our IT contractor to oversee the management of our server network and email accounts;
- Maintaining the office, supplies, and efficient systems;
- Overseeing cleaning services, equipment repairs, and other general office and building maintenance;
- Managing fundraising event registrations and ticket sales/payments;
- Producing the agency's weekly e-newsletter (using Vertical Response);
- Producing the agency's monthly and annual program statistics (using Access);
- Performing a wide range of other administrative duties to assist staff as required.

#### **THE CANDIDATE**

**The ideal candidate will have the following skills and experience:**

- Advanced skills in managing a fundraising database (ideally Raiser's Edge) and designing queries;
- Related post-secondary education in office management, business administration or accounting;
- At least one year of related database and office management/administrative experience, preferably in the not-for-profit sector;
- Knowledge of Canada Revenue Agency tax receipting policies;
- Superior skills in Microsoft XP; knowledge of Access an asset;
- The ability to: troubleshoot computer, email and software problems, maintain backup files, install software, and train staff on various software applications;
- Great attention to detail, excellent organizational skills, and the ability to think critically;
- Professional attitude and enjoys working with all levels of staff, volunteers and donors; and
- Special event experience an asset.

#### **THE POSITION**

This is full time position based on a **five day (37.5 hour) work week**. Position to start October 12, 2010. The hourly rate will be \$18-\$19 depending on database experience. **Please confirm your interest by submitting your resume, cover letter, and references by 12:00pm on Wednesday, September 8, 2010 to:**

Lisa Cloutier, Director of Operations  
Big Sisters of BC Lower Mainland  
34 East 12th Avenue, Vancouver, BC V5T 2G5  
Fax: 604-873-2122 Email: [lcloutier@bigsisters.bc.ca](mailto:lcloutier@bigsisters.bc.ca)  
**\*\*No phone calls, please\*\***