



**DONOR SERVICES OFFICER
(PART-TIME – 21 hours/week)**

Contract position with possibility of renewal

Ernestine's Women's Shelter is an organization run by women that provides support and shelter to women, youth, and children experiencing violence. Within a solidarity model, Ernestine's acknowledges that survivors of abuse face a multitude of issues and provides crisis intervention and a range of holistic services through a feminist and Anti-Racism Anti-Oppression (ARAO) lens.

The Opportunity

Reporting to the Manager of Development and Engagement, the Donor Services Officer is responsible for the accuracy and integrity of all data contained within the Raiser's Edge donor database, including overseeing all data input and output. The role also requires providing administrative and logistical support for Ernestine's annual gala and other fundraising events; consequently, the candidate must possess proven good written and verbal communication skills.

Ernestine's Women's Shelter is looking for an energetic, bright, and detail-oriented candidate who will be passionate about applying their excellent organizational skills towards advancing social justice in gender-based domestic violence. This is a contract, part-time position, with scheduling flexibility. For the next couple of months, this position will combine on-site and remote work.

Responsibilities:

- Provides administrative tasks including tax receipting, data entry, queries from Raisers Edge, deposits and donor mailings
- Supports Development team in coordination and implementation of all events including online ticket maintenance, responds to all tickets and table payment queries and takes minutes at Committee meetings
- Prepares monthly and quarterly fundraising reports for Finance and the Board.
- Makes Donor stewardship phone calls
- Assists the Development team in day to day activities

Qualifications:

- Post-secondary education in a related field: fundraising or office administration
- Experience in gift processing and data entry (Raiser Edge experience would be an asset)
- Ability to work independently, take initiative, and work with minimum supervision
- Proficiency in discerning priorities and achieving goals
- Experience working with Canada Helps, Constant Contact, Moneris
- Advanced computer skills in Microsoft Suite
- Meticulous attention to detail and strong analytical skills

The annual salary is \$50,000 prorated to 21 hours per week.



Ernestine's Women's Shelter is committed to employment equity and encourages applications from all qualified candidates. Our goal is to attract, develop and retain highly talented candidates from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. We have an Accommodation Policy and accommodation will be provided at any point throughout the hiring process, provided the candidate makes their needs known to us.

To Apply:

Qualified candidates are invited to submit their resumes and cover letters, in a single PDF file to humanresources@ernestines.ca. Please state "Donor Services Officer" on the subject line. Please submit by February 18, 2022.

Note: Employment is contingent to receiving proof of full COVID-19 vaccination.