

## **Donor Relations Assistant**

Reporting to the Fundraising and Communications Manager, the Donor Relations Assistant provides a wide assortment of administrative support for the Fundraising department including, but not limited to, database management, donor stewardship, event coordination, and general office functions.

The Redwood exists to support women and their children fleeing abuse by providing safe and accessible services. As an organization we demonstrate our commitment to our mission by working from a client-centred, feminist, anti-racist and anti-oppression framework. We are committed to social change through education and advocacy. As an employer we offer meaningful work. We foster the growth of individuals and teams from strengths-based approaches.

This is a 40-hour per week contract position for 16 weeks. Hourly Wage rate is \$15.00/hour.

### **Database Management**

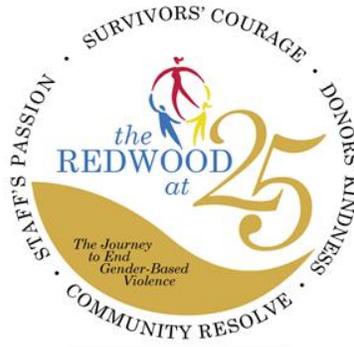
- Inputs data, runs reports, creates mailing and donor lists to support The Redwood's fundraising activities., with the use of eTapestry.
- Perform any other related task as may be assigned from time to time.

### **General**

- Adheres to all policies, procedures, guidelines, routines and requirements of The Redwood.
- Maintains cooperative work relationships and participates in the general operation of the organization.
- Fully participates by sharing information and perspectives.
- Provides support for events and activities as needed.

### **Skills**

- Knowledge of eTapestry Database is an asset.
- Effective communication skills (oral and written).
- Time management skills.
- Proficient in Microsoft Word, Excel and PowerPoint.



- Attention to details.
- Knowledge of the social service sector.

### **Experience**

- 2 or more years of experience working with a CRM database.
- Demonstrated experience in extracting data and producing reports from a CRM database.
- Demonstrated proficiency in the use of computer, with working knowledge of computer software for filing, word processing, spreadsheets, database management and emailing.

### **Tools and Equipment Operated**

- Computer
- Telephone
- Printer
- Scanner

### **Education**

- Post-secondary education in related field

### **Level of Responsibility**

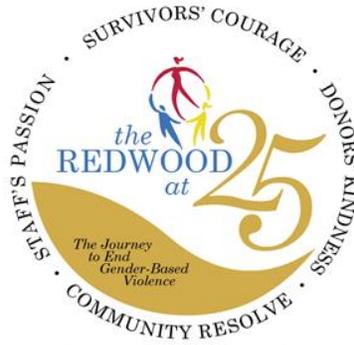
May initiate and carry out the action upon consultation with immediate supervisor. Must inform immediate supervisor of non-routine situations.

### **Mental Effort**

- Ensures accuracy and integrity of data and information related to assigned duties.
- Works with numbers, content and numerous amount of data.
- Perform data input for over 2 hours daily.
- Ability to meet deadlines.

### **Physical Effort**

Sits and operates computer for extended periods of over 2 hours daily.



## **Working Conditions**

- Works in an office.
- Works as part of a team.
- Available occasional evenings and weekends.

## **Supervision Received**

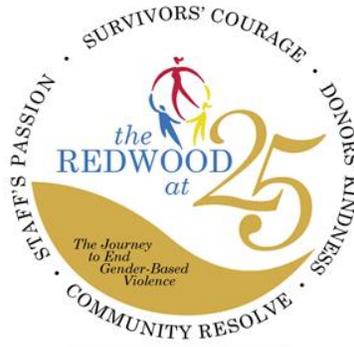
Supervisor available as required.

## **Competencies**

- **Collaboration:** Collaborates with other members of formal and informal groups in the pursuit of common missions, vision, values, and mutual goals. Places team needs and priorities above individual needs. Involves others in making decisions that affect them. Draws on the strengths of colleagues and gives credit to others' contributions and achievements.
- **Accountability:** Takes appropriate actions to ensure obligations are met. Revises standards in response to change.
- **Thoroughness:** Demonstrates attention to detail and accuracy. Defines and organizes tasks, responsibilities, and priorities. Takes responsibility for timely completion.
- **Communication for Results:** Clearly and effectively transmits technical and business concepts, ideas, feelings, opinions, and conclusions orally and in writing. Listens attentively and for comprehension. Reinforces words through empathetic body language and tone.
- **Commitment to excellence, integrity and professionalism.**

## **APPLICATION PROCEDURE:**

This position is funded through Canada Summer Grant Program initiatives and is open to Youths between 15 and 30 years of age at the start of employment. There will be a separate review process that will be done to ensure qualification. The start date would be May 1, 2019.



The Redwood is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation for disability during any stage of the recruitment process, please indicate this in your cover letter.

The Redwood is strongly committed to inclusion and diversity within its community and welcomes all applicants including but not limited to: visible minorities, all religions and ethnicities, persons with disabilities, LGBTQ persons, and all others who may contribute to the further diversification of ideas

*Please submit your resume to [HR@theredwood.com](mailto:HR@theredwood.com) with your resume. We thank all interested applicants, but only those selected will be contacted. Please note all offers of employment at The Redwood are conditional upon the successful completion of a pre-hire background check. This may include anything up to and including a vulnerable sector screening (VSS) and/or reference checks.*