



Georgian Triangle Humane Society Job Description

Position: Fundraising Administrator
Reports To: Senior Manager of Philanthropy
Date Reviewed: April 2023

Position Summary: Reporting to the Senior Manager of Philanthropy, the Fundraising Administrator supports the GTHS Fundraising and Development team to reach campaign targets that make a lasting impact on the wellbeing of people and pets. The Fundraising Administrator works with other team members to maintain and optimize the donor data base and administrative tools and is responsible for assisting with the coordination, execution and improvement of key donor retention and acquisition processes such as research, communications, tax receipting, stewardship, and recognition.

Position Schedule: 37.5 hrs per week, occasional weekend and after-hours shifts will be required. Remote work combined with occasional on-site requirements.

Position Perks:

- Hybrid work-from-home environment.
- Professional development/training opportunities.
- Regular interactions with adorable animals and a meaningful impact in daily work.
- Employee benefits package including medical, dental, veterinary and retail.

ROLES AND RESPONSIBILITIES

Primary Responsibilities

- Balances workload on administrative tasks as required by the acting lead on Philanthropic Management with general support for the Fundraising and Development team.
- Enter, maintain and update donor records in Sumac database, which includes:
 - Ensuring that all contact information, data and communications related to prospects, donors, and donor recognition is recorded, up-to-date and accurate.
 - Updating notes and actions and ensure all connections/relationships are assigned.
 - Regular maintenance of database to ensure accuracy and efficiency.
- Generate reports, lists and segments from the database to assist in campaign progress reports, mailing lists, and donor communications and relations.
- Supports development programs with administrative work including events preparation, meeting preparation and logistics, meeting minutes and tracking of follow up actions.
- Ensure timely acknowledgement of all gifts and pledges and participate in stewardship activities such as writing thank you cards, phone calls and donor events.
- Administrative assistance to prepare, distribute and record pledge reminders, gift agreements, agendas, minutes and other documents.
- Responsible for managing general inbox for the Fundraising and Development team, receiving and tracking donor and subsequent fulfilment of requests manage follow up efforts including the printing and mailing of welcome/thank you letters, planned giving mailings and other deliverables.



Georgian Triangle Humane Society Job Description

- Boost development team efficiency by optimizing workflows, tools, and software, tracking action items, assisting in scheduling needs and coordinating activities.
- Other administrative as required

Growth Opportunities to Learn New Skills or Apply Your Other Talents

**If core responsibilities are successful, you will be offered a chance to contribute to other projects that align with personal interests and professional development goals. This is tailored to you individually, examples may include:*

- Assist in grant and proposal writing.
- Help develop donor newsletters and communications in Mail Chimp and Canva.
- Collaborate to develop content for communications plans and social media campaigns.
- Participate in event coordination, Major Gift and Planned Giving programs.
- Humane Education and Pet Care.
- Sit on Organizational Committees such as Health and Safety, Special Events, Staff Socials, People and Culture, DEI etc.

QUALIFICATIONS

- Advanced skills in MS Office Suite (Outlook/Word/Excel/PowerPoint).
- Post-secondary education, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
- 2+ years of experience in database management, preferably using fundraising and donor management software.
- 2+ years administrative experience preferably in a fundraising or animal welfare environment
- Detail oriented with a commitment to accuracy, competency, and life-long learning.
- Self-motivated, high energy, results oriented with the drive to exceed expectations.
- Outstanding verbal and written communication skills.
- Knowledge of the principles of effective donor cultivation, direct mail, digital campaigns or social media OR a willingness to learn would be an asset.
- Demonstrated ability to engage, cultivate and steward strong relationships.