

Executive Assistant – Admin & Gift Processing

Deer Lodge Centre Foundation was proudly established in 1990 to raise awareness and funds for programs, services, and research at Deer Lodge Centre. We are honoured to support the broad range of programs and services offered by Deer Lodge Centre.

The Deer Lodge Centre Foundation is hiring for the position
Executive Assistant – Admin & Gift Processing
Effective October 2021. This is a fulltime position

The Executive Assistant provides admin support to the Executive Director, general office support, gift processing, and a variety of related tasks including special events and other fundraising activities.

DUTIES AND RESPONSIBILITIES:

- Processes all gifts for Deer Lodge Centre Foundation and inputs into Raisers' Edge
- Processes incoming and outgoing mail and processes donor gifts
- Data entry, report generation and other miscellaneous clerical functions
- Manages meeting room bookings and calendar, catering requests, and Foundation master calendar
- Records minutes of meetings
- Provides administrative support to Executive Director, Board of Directors and Committees
- Assists with all special events
- Orders and organizes office supplies and ensuring that office machinery is in good repair
- Ensures all fundraising licenses for raffles are correctly adhered to in a timely fashion
- Prepares deposits and works with accountant on accurate reporting of donations
- Performs other related duties as assigned or as required

Qualifications, Personal Characteristics and Competencies

- High school or equivalent supplemented with secondary education in administrative support. Course and/or training related to Fundraising, Volunteer Management are an asset.
- Demonstrated effective planning and organization skills
- Requires the ability to work well with others
- Demonstrated ability multi-task in an ever-changing environment, with time constraints, and the ability to meet deadlines.
- Demonstrated ability to work with details and interpret data
- A self-starter who takes initiative in presenting ideas and suggestions to continue to build quality donors experiences in Deer Lodge Centre Foundation.
- A passion to work in a fast-paced environment and an appreciation for the mission and purpose of Deer Lodge Centre Foundation.



The Deer Lodge Centre Foundation offers a competitive salary and benefits package. To apply, please email your cover letter and resume to nlatourelle@deerlodgefoundation.ca. Please include three business references.

Applications will be accepted until 4:30 p.m. Friday, September 17, 2021

Thank you to all candidates interested in working with Deer Lodge Centre Foundation. Candidates selected for interviews will be contacted.