



**FIGHTING  
BLINDNESS  
CANADA**

## **Donor Database Administrative Assistant**

- Contract:** 8 week contract. Starting May 30<sup>th</sup>. Ending July 23<sup>rd</sup>.  
**Wage:** \$17 per hour. 35 hours per week.  
**Location:** 890 Yonge Street, Toronto  
**Work environment:** Hybrid, as per FBC's policies- 2 days in office, 3 days remote (subject to change based on public health guidance)  
**Reports to:** Manager, Information Systems

### **COMPANY & CULTURE:**

Fighting Blindness Canada (FBC) is Canada's largest registered charity committed to sight saving research; contributing over \$40M to leading edge blinding eye research. Fighting Blindness Canada has funded many research discoveries and is accelerating breakthroughs in treatments and cures.

Working from our national office in downtown Toronto and remotely, you will join a high-energy, dedicated team determined to make a difference in the fight against blindness. We are motivated by the profound impact that sight-saving research and education programs have on families living with blinding eye diseases.

### **Overview of Position:**

Reporting to the Manager of Information Systems, you will support the administration of the organizations data management strategy, and support all departments in the use of FBC's fundraising. We are seeking someone with the goal of becoming a data professional and looking to gain experience managing customer relationship software. The successful candidate will be a self-starter who is driven, efficient, flexible and able to manage multiple competing priorities.

### **Duties & Responsibilities**

- Use donor database software to update donors' information.
- Assist in regular database maintenance duties such as removing duplicate entries and making corrections.
- Retrieval of information by building queries, exports, reports from Raiser's Edge
- Process non-payment gifts (donations, sponsorships, registrations)
  - Enter/Verify donor information with online platform OR

- Enter donor information into Raiser's Edge and link to appropriate proposal or event
- Issue tax receipts or acknowledgement letters for gifts received in-house
- Append telephone numbers to donor records by manually looking up the phone number from online directories

### **Qualifications**

- Having an understanding of Relational Database Management Systems (RDBMS).
- Comfortable to learn and use database/software (Raiser's Edge or similar CRM, Mailchimp)
- Solid computer skills (proficiency in Microsoft Office, especially in Excel)
- Strong communications, pleasant phone manners and etiquettes
- Excellent time management and organizational skills
- Able to work autonomously and as a member of a team in a fast-paced, high volume environment
- Adhere to the AFP Fundraising Code of Ethics and the Donor Bill of Rights
- Skilled at listening and considering issues, options and alternatives and facilitating problem analysis and resolution

To be eligible, participants must:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

### **Compensation**

The current hourly wage for this contract full-time position is \$17.00

**START DATE:** May 30th, 2022

**END DATE:** July 23rd, 2022

**TO APPLY:**

Please submit a cover letter and resume prior to 5pm on May 16th to [jobs@fightingblindness.ca](mailto:jobs@fightingblindness.ca)

We thank all candidates for their interest, however, only those selected for an interview will be contacted. Fighting Blindness Canada is an equal opportunity employer and supports applicants with disabilities. Accommodations are available upon request throughout the recruitment process. Please email your request for accommodation with your application.