

## **Administrative Coordinator**

Reports to:	Manager of Information Systems
Work environment:	Hybrid, as per FBC's policies- 4 days in office, 1 days remote (subject to change based on public health guidance)
Role type:	Full time, permanent
Salary range:	\$46,575-\$54,000 full time annual salary plus extended health benefits and RRSP
Deadline to apply:	August 28th, 2022
Start date:	As soon as possible

### **About Fighting Blindness Canada (FBC)**

Fighting Blindness Canada (FBC) is Canada's leading private funder of vision research. FBC offers hope to Canadians by identifying the best, most promising research that is driving treatments and cures for blinding eye diseases, and by raising and stewarding funds to support this essential, sight-saving research. Vision research is on the cusp of transforming care for blinding eye diseases.

Over our 48-year history, FBC has invested over \$40 million to support vision research and education across Canada: that's over 200 research grants that have led to over 600 new discoveries in areas such as stem cell research, neuroprotective therapies, technological developments, pharmaceuticals, and gene therapies.

### **Position Summary**

The Administrative Coordinator will be a valued member of the Administrative team at Fighting Blindness Canada by providing administrative support to the Research and Education team, and the Fundraising team.

Your supervisor will be the Manager of Information Systems and you will work closely with the Manager of Finance and Operations to help guide weekly work priorities and the flexibility between the following activities: Office Administration (50%), Database Administration (50%)

The successful candidate will be a detail oriented, problem solver that takes pleasure in keeping organized and supporting their teammates.

### **Key Responsibilities:**

#### **Office Administration: 50%**

- Setting up laptops for staff
- Setting up timesheets for new staff and collecting timesheets from staff
- Managing the phone system, setting up new employees with extension and App (if needed)
- Distribute in office mail
- Maintain office supply inventory, including orders for other staff
- Maintenance/technical support calls for office equipment
- Main liaison with the office superintendent for general maintenance issues
- Manager petty cash box and related receipts
- Expense claim review prior to QB entry
- Back up for Reception once a week, and to cover vacation

#### **Donor Database: 50%**

- Assisting with data cleanliness and accuracy

- Append telephone numbers to donor records by manually looking up the phone number from online directories
- Use donor database software to update donors' contact history
- Retrieval of information by building queries, exports, reports from Raiser's Edge
- Run routine automated uploads to the donor database
- Issue tax receipts or acknowledgement letters for gifts received in-house, and reissuing misplaced tax receipts
- Documenting business rules and practices for donor databases
- Process gifts received in office (donations, sponsorships, registrations)
  - o Enter/Verify donor information with online platform OR
  - o Enter donor information into Raiser's Edge and link to appropriate proposal or event

### **Qualifications and Requirements**

- Evidence of COVID-19 vaccination is a requirement of the position.
- 3 to 5 years experience in an office environment, preferably a not-for-profit organization
- Excellent computer skills (proficiency in Excel and the rest of the MS Office Suite is required)
- Excellent time management and organizational skills
- Comfortable to learn and use database/software (Raiser's Edge, in house data base)
- Able to work autonomously and as a member of a team in a fast-paced, high-volume environment
- Proficiency in conversing in French is an asset

### **To Apply:**

Please submit your cover letter and resume by 11:59pm August 28th, 2022 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.