



## DONATIONS COORDINATOR

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Do you believe everyone should have access to healthy food, and that food can be a powerful tool for connecting people and building better health and a stronger community? Do data and analytics interest you? The Food Bank of Waterloo Region is looking for a talented, hard-working and dynamic Donations Coordinator to join our team and help maintain our database to ensure ongoing, positive giving relationships with our donors.

### Who You Are:

The Food Bank of Waterloo Region has an immediate opening for an individual who is excited to make a difference in the community. You will be passionate about people knowing that every dollar raised supports those in our community in need of food assistance. You are comfortable working independently for extended periods of time and have superior customer service skills. Numbers and analytics excite you, and you use the information to help identify trends, patterns and relationships. For you, attention to detail is paramount; you have a good sense of humour and enjoy working with a team to get the job done.

**Start Date:** Immediate

**Salary:** Commensurate with experience

**Application Deadline:** June 30, 2019

### Attributes:

- Superior attention to detail and accuracy
- Keen analytical skills
- Methodical thinking capabilities
- Excellent communication skills, written and verbal
- Hard-working and takes initiative
- Strong customer service oriented approach
- Sound judgement and strong problem-solving skills
- Thrives in a fast-paced environment
- Willingness to try new things
- Strong time management skills
- Passion for issues surrounding hunger and poverty

### Who We Are:

**Established:** 1984

**Employees:** 23

**2018-19 Fundraising Budget:** \$2,753,308

The Food Bank of Waterloo Region is dedicated to meeting the needs of the community and ensuring no one goes hungry. Through community partnerships, The Food Bank of Waterloo Region acquires and distributes food to 100+ local community agencies and food programs.

The Food Bank of Waterloo Region provides employees with a flexible and progressive benefit package and accommodates for hours worked above and beyond, and strives to address the personal time needs of each employee.

### The Position:

Reporting to the Director of Development, this position has primary responsibility for the Raiser's Edge Database, working closely with the Administration and Finance Manager and project team leads. The Donations Coordinator will support all fundraising and foodraising initiatives through donations processing, ensuring prompt and accurate processing of gift and thank you letters, as per Canada Revenue Agency policies. This position will flag opportunities for fundraising staff, maintain donor records, and create and analyse records, ensuring ongoing positive giving relationships with donors.



### Responsibilities include:

- Process all incoming donations (funds and in-kind) according to Canada Revenue Agency policies and procedures
- Generate receipts and recognition letters
- Maintain donor database (Raiser's Edge) ensuring accuracy at all times
- Reconcile all income on a monthly basis
- Create reports and provide detailed analysis on development plan activities
- Generate mailing lists for mail and email campaigns
- Document and maintain all processes and procedures related to donor database
- Assist with training of staff for donor database, ensure that data entry is consistent
- Contribute to cross-functional project teams
- Support annual development plan

*The short-term responsibilities of this role may change from year-to-year as priorities of The Food Bank change, and will be detailed in the Donations Coordinator's annual work plan.*

### Experience & Qualifications:

- Post-secondary education in related field (i.e. data entry, finance)
- Minimum 3 years' experience in finance, banking or related not-for-profit field
- Experience in a fundraising organization with an understanding of donor cultivation, solicitation and stewardship practices
- Proficiency with: Microsoft® Office, donor management software (such as Raiser's Edge or equivalent)
- Basic accounting skills an asset
- Knowledge of Canada Revenue Agency legislation as it relates to charitable receipting an asset

### Transformational Impact at The Food Bank of Waterloo Region:

- **34,408** individuals served by the Community Food Assistance Network in 2017
- Acquire & Distribute **4,523,167** pounds of food annually
- **220** food hampers are distributed every day in Waterloo Region
- **587,822** meals were served by community meal programs in 2017
- **1,600** community meals are distributed every day
- Nearly **40%** of households seeking food assistance are families with children

***Please submit your resume and cover letter, including salary expectations, no later than June 30, 2019 to:***  
[\*\*\*hr@thefoodbank.ca\*\*\*](mailto:hr@thefoodbank.ca)

*No phone calls please. Only candidates selected for an interview will be contacted.*