

**Position:** Fund Development Assistant (One-year contract, part time)

**Location:** Kitchener (Anselma House)

**Wage:** \$22.00/hour

**Hours:** 9-3 pm 3 days/week – 16.5 hours

**Who Are We?** Women's Crisis Services of Waterloo Region provides emergency shelter to women and children fleeing abusive relationships. We operate two shelters: Anselma House in Kitchener and Haven House in Cambridge. Our facilities operate on a 24/7 basis. We also offer a robust region-wide outreach support program which supports families who are experiencing or have experienced domestic violence. We believe that everyone deserves to live a life free from abuse. Our team has created a supportive working environment helping individuals continuously learn and grow with a focus on growing from within.

\*WCSWR supports women, transgender and gender-diverse individuals.

**Make a difference while building your career with WCSWR, voted Waterloo Region's #1 Not- For Profit! by "The Community Edition"**

**What makes WCSWR a great place to work?**

- Dynamic workplace culture with a strong sense of team
- Professional development with opportunities both on-site and off-site with industry leading experts to develop skills and knowledge on how to better support women and children
- Work environment that supports diversity, equity and inclusion
- A team that is passionate about helping others

**Position:**

The Fund Development Assistant will provide administrative support to the Communications and Fund Development team to assist in the stewardship and engagement of donors. Their primary responsibilities are data entry, donation processing, receipting and acknowledgment, database maintenance, and donor relations.

This is a non-bargaining position of confidence and trust reporting to the Executive Assistant.

**Education & Experience:**

- Must have 3 years fund development or relevant administrative experience, preferably in a not-for-profit setting
- Post-secondary education in a related field.
- Sound knowledge of finance practices such as bank deposits, general ledger, balance reporting.
- Valid driver's license, valid insurance and reliable vehicle.
- Must be available to work flexible hours (some evenings and weekends).

**Skill Requirements:**

- Superior accuracy and attention to detail, excellent project management and organization skills.
- Superior interpersonal skills; understands the importance of fundraising and stewardship. Able to build new relationships with prospects and donors, connecting the donor to the organization in an impactful, meaningful way.

- Results-oriented with proven ability to meet and exceed goals.
- Proficient in computer skills, including Microsoft Office (Outlook, Word, Excel) and ability to learn new programs in a timely manner.
- Experience using computer systems for data management (Donor Perfect) is an asset.
- Solid and effective interpersonal and communication skills (including oral, written and visual).
- Flexible, adjusting to new tactics and strategies as they emerge.
- Ability to work independently with little supervision, be self-directed and take initiative.
- Ability to establish and maintain relationships internally and externally with donors, staff, management, volunteers, suppliers, community partners and external stakeholders.
- High level of professionalism and ability to manage difficult situations under pressure.

**Responsibilities:**

- Serves as point of contact for donors, prospective donors, and engage in thank you calls.
- Assists in the tracking of grant applications.
- Processes monthly donations. Assists with preparing and sending thank you letters.
- Responsible for monitoring the fundraising email and responding to donor inquiries.
- Processes in-kind and monetary donations, maintains and organizes documentation and reports.
- Ensures thank you letters are continually updated and reflect appropriate campaign, event, etc.
- Continually inputs and updates database records. Runs monthly search for duplicates and merges files as needed.
- Generates monthly fundraising reports and other Donor Perfect reports as needed. Reports on trends and areas of growth including future opportunities.
- Prepare distribution lists for direct mail campaigns.
- Assists with other duties as assigned by the Executive Assistant and Communications & Fund Development Manager.

**Employment Requirements:**

- Vulnerable Sector Police Record Check
- One Step Tuberculosis Skin Test
- Proof of COVID-19 vaccinations

**How to Apply**

Please submit cover letter and resume to ATTN: Human Resources [hr@wcsvr.org](mailto:hr@wcsvr.org)

*Women's Crisis Services of Waterloo Region welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection. We encourage applicant's representative of our diverse community.*