

# POSITION POSTING

## Stewardship and Development Database Assistant

The Diocese of Niagara is seeking a half-time assistant for a six-month limited term contract focused on generous hospitality and stewardship through database leadership and administrative support. This person will play a key role in supporting the development of our RE NXT process and procedures, the implementation of our database, as well as provide critical support for important diocesan stewardship initiatives. The assistant supports and reports to the Director of Stewardship and Development.

### Primary Duties and Responsibilities:

- Maintain the integrity of donor and constituent information in the Raiser's Edge database by working with staff to update and maintain highly accurate and current donor and constituent data that effectively track key information, cultivation activities, and histories.
- Lead the timely preparation of tax receipts and thank you letters.
- Import and update of vestry report information and constituent records in the Raiser's Edge database based on donations and event registrations made to the organization that was facilitated using various other giving platforms (online, direct debit, e-transfers, etc.)
- Support the establishment of best practices and procedures for the Raiser's Edge.
- Provide administrative support for a campaign feasibility study.
- Generate reports, queries, and dashboards to support reporting and the production of donor correspondence, mailings, and donor/ event registrant lists.

### Qualifications:

- A degree or certificate from a post-secondary institution, with a focus on fundraising, administration, event or data management, or equivalent work-related experience.
- Proficiency in Raiser's Edge database, MS Office, and other donation platforms.
- Exceptional interpersonal and communication skills, including the ability to maintain confidentiality and to work with a variety of stakeholders in a sensitive manner.
- Ability to work both independently and in a team environment, problem-solve, multi-task, and to prioritize workload to meet established deadlines.
- Minimum 2 years of experience working in a non-profit or charity environment; working knowledge of Canada Revenue Agency regulations would be an asset.
- Passionate about supporting the ministry of the diocese and wider Church.
- Current and satisfactory Police Record Check.

Compensation will be paid monthly at a rate commensurate with experience. Expected salary range of \$1,668 - \$2,080 per month in a six-month, 20 hours per week (excluding lunch) limited term contract.

Please forward a resume and a cover letter in Word or as a PDF document with pertinent information about qualifications no later than **Friday, December 10, 2021** to Gillian Doucet Campbell, Director of Stewardship and Development: [gillian.dc@niagaraanglican.ca](mailto:gillian.dc@niagaraanglican.ca) with the subject line "Stewardship and Development Database Assistant."

The Anglican Diocese of Niagara welcomes and encourages applications from people with disabilities for all vacancies. Accommodations are available on request for candidates taking part in all aspects of the selection process. Only those invited for an interview will be contacted.



The Anglican Diocese of Niagara  
Cathedral Place, 252 James Street North, Hamilton ON L8R 2L3  
Tel: 905-527-1316 • Fax: 905-527-1281 • [www.niagaraanglican.ca](http://www.niagaraanglican.ca)

**CALLED TO LIFE**  
**COMPELLED TO LOVE**