



Position Title:	Donor Services Administrator	Competition No:	2024-33
Department:	Corporate Services	Close Date:	Until Filled

Position Details:

Position Duration: 19 weeks
Probation Rate: N/A
Regular Rate: \$23.00/hr
Hours of Work: 40 hrs/wk
Employment Type: Casual

About Us:

Located 20 minutes from Winnipeg, Selkirk is a vibrant small city with a hometown feel. Our close-knit community loves to celebrate, learn and explore in the company of good neighbours. All through the year, there are many opportunities to enjoy local talent, learn about our past and seek out new interests.

The Opportunity:

Under the direction of the Manager of Citizen Engagement, the incumbent is responsible for administering the online donations platform, accurate processing of donations and providing an excellent level of customer service to donors, and actively engaging with potential donors to foster lasting relationships and support approved initiatives.

Job Duties:

1. Donor Engagement
 - Serve as the primary point of contact for donors, responding to inquiries, acknowledging donations, and providing information about the programs and impact.
 - Process incoming donations, ensuring timely and accurate recording of contributions, and distributing acknowledgements and receipts.
 - Plan annual initiatives such as donor events and information sessions.
 - Administer the Donor Recognition Program.
 - Collaborate with Marketing and Communications Officer to develop compelling donor-related content, such as newsletters and social media updates, for donor engagement.
 - Prepare a schedule to distribute content to donors via mail and online.
 - Develop a list of prospective donors.
2. Database Support
 - Administer the online donations platform for the City and the Marine Museum.
 - Build and maintain the online donation form.
 - Maintain accurate and up-to-date donor records in the database, including contact information, donation history, and communication preferences.

- Populate and update applicable webpages with donation information.
 - Generate reports on donor activities.
3. Administrative
- Develop processes for tracking donations and transferring of funds to the Selkirk and District Community Foundation.
 - Ensure compliance with all relevant regulations and best practices related to donor management and fundraising
4. Perform other related duties as assigned.

Qualifications and Minimum Requirements:

1. Skills, Knowledge and Abilities

Minimum qualifications shall include:

- Post-Secondary Degree or Diploma in Business Administration, Communications or a related field, or combination of education and relevant experience.
- 2 years' experience in customer service, fundraising, or a related field
- Experience in marketing and communications will be considered an asset.
- Competence with computer systems, including Microsoft Office and the ability to learn new technology as required.
- Experience using donor management software and databases and updating websites (i.e. WordPress)
- Experience in sponsorship/donor acquisition and small donation fundraising.
- Ability to implement best practices in donor management and fundraising.
- Ability to build and sustain relationships with donors.
- Ability to communicate effectively and in user-friendly language, both orally and in writing. This includes the ability to understand verbal and written communication.
- Clear criminal record check.

Apply:

Visit our website <https://www.myselkirk.ca/employment> to apply online via our [Career Connector](#) website. Applicants will need to create a profile and submit an application for consideration.

Comments:

This is for a casual position ranging for a duration of 19 weeks, working 40 hours a week based on a flexible schedule. This position is excluded from the Collective Agreement and is open to all applicants.

The City of Selkirk is an equal opportunity employer, committed to providing an inclusive work environment. Applicants who require accommodation during the hiring process are encouraged to contact the [City's Human Resources Division](#).

Thank you to all who apply, however, only those candidates selected for an interview will be contacted.

NOTE: Employees will be required to adhere to the City's Vaccination Policy.