

Advancement Services Officer *Fleming College*

Fleming College

Posted On: 2019-08-21

Closing On: 2019-08-31

Location: Peterborough, ON

Website:

https://rsprd.flemingc.on.ca/psp/RSPRD/EMPLOYEE/RSMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Applicant&SiteId=1&JobOpeningId=1925&PostingSeq=1

Employment Type: Full-Time

Level: Intermediate

Job Description

Support Full Time	1925
Advancement & Alumni Full Time	
Sutherland	Regular
Peterborough, Ontario	35
2019-08-17	H
2019-08-31	\$31.06 to \$36.06 Hourly

What This Position is About:

Reporting to the Director, Advancement & Alumni Relations, the Advancement Services Officer is responsible for implementation and outcomes of all financial processes related to the raising and distribution of funds for [Fleming College](#). This position is responsible for all aspects of database management in Raiser's Edge, which includes acting as the key liaison for a wide range of database issues, providing guidance to staff, ensuring the information on the database is kept current and in compliance with best practices, and developing reports to meet the needs of the Advancement & Alumni Relations Office. The incumbent ensures that all financial and policy controls are adhered to and provides analytical accounting skills to resolve discrepancies. This position is responsible for:

- Raiser's Edge database administration, including database maintenance, security set-up, duplicate record merging, clean-up tasks, and quality control audits while continually working to ensure that the information contained on the database is current
- Ensure fundraising principles & CRA rules/regulations are met
- Processing all types of gifts including cash, credit, stock, pre-authorized payments, in-kind, estate gifts and ensuring sequence and safe custody of receipts
- Pledge management and organizing pledge reminders
- Tracking and reporting on fundraising campaigns and preparing reports; drafting gift agreements for cash and gift in kind donations and securing internal approvals for gift acceptance
- Financial control & reporting including preparing bank deposits and performing regular reconciliation of bank accounts; preparing and ensuring accuracy of the General Ledger; detecting out-of-balance situations and developing action plans to resolve them
- Working with Finance and Financial Aid to review, update and submit the Donor Sponsored Bursary Control List information and all related documents
- Monitoring fund balances and providing guidance to the Financial Aid Office when needed

- Ensuring that Payment Card Industry (PCI) compliance is adhered to in order to protect the card information of donors and special event patrons both during and after financial transactions have been complete
- Assisting with preparation and ongoing monitoring of department budgets
- Acting as liaison with the College IT department and software vendor for support, service, upgrades and training and performing a wide range of critical functions on Raiser's Edge
- Providing RE technical support to all RE users

For More Information

For a complete job description, please refer to the posting on our website.

What We Are Looking For:

This position requires a 3 year university or college degree in Finance, Business Administration or Fundraising and a minimum of five years' experience working in a fast paced and deadline driven environment. Certified Fund Raising Executive Designation (CFRE) is an asset.

We are looking for experience in the following:

- Superior Raiser's Edge database administration, including database maintenance, security set-up, duplicate record merging, clean-up tasks, database mining and quality control audits
- Minimum of five years of increasingly nuanced finance experience in a complex non-profit setting, preferably in gift operations or gift administration
- Knowledge of legislation, regulations, legal and ethical standards/requirements relevant to the profession
- Providing financial, analytical, statistical, and demographic reports, as well as recognition lists and other data extractions, as requested
- Extensive knowledge and experience with Microsoft Excel and Word
- Ability to think strategically about complex issues and to work with multiple resources to find solutions
- Meticulous attention to detail and the ability to track multiple deadlines at once
- Strong verbal and writing skills, high attention to detail and follow-up, and excellent organizational skills
- Experience using research skills in the collection, storage and retrieval of information
- Excellent interpersonal communication skills

Please Note

Internal candidates will receive first consideration in accordance with our Support Staff Collective Agreement. Only candidates selected for an interview will be contacted. Thank you for your interest in joining the Fleming College family.

How to Apply

Internal Candidates can apply by going here: My Self Service > Recruiting > Careers or My Campus > Career Opportunities

External candidate can apply by visiting our website: <http://www.FlemingCollege.ca/Careers>.

Equity, Diversity & Inclusion

Fleming College is committed to building diverse, equitable, inclusive, and accessible learning and working environments. We welcome those who would contribute to the further diversification of our Staff, our Faculty and our Administration including, but not limited to, women, racialized persons, Indigenous peoples, persons with disabilities, and persons of any sexual orientation or gender identity to apply.

We believe in and promote the rights of all persons with disabilities and commit to ensuring accommodations available throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform our Human Resources staff of the nature of any accommodation(s) that you may require to ensure your equal participation. To obtain a copy of this document in another format please e-mail Recruitment@flamingcollege.ca.