

Senior Officer, Database

(15 Month Contract)

University of Ottawa Heart Institute Foundation



University of Ottawa Heart Institute Foundation (UOHIF)

The University of Ottawa Heart Institute is one of Canada's most distinguished heart health centres providing unparalleled care to its patients, a world-renowned research Institute that brings science from bench to bedside, and the country's main influencer when it comes to preventing heart disease. Its promise remains the very pillar on which it was built: Always putting patients first.

The University of Ottawa Heart Institute Foundation is the bridge that connects the programs, facilities and people who save lives every day, with the individual and corporate philanthropists in our community.

Through the generous support of the community, the Foundation plays a vital role in ensuring that many of the most critical components of world-class care are available. Funds raised are used for much needed equipment, facilities, patient programs, research, and helping an exceptional team of health care professionals advance cardiovascular care and save lives every day.

The Position

Reporting to the Director, Advancement Services, the Senior Officer, Database provides oversight of the day-to-day collection and use of constituent data in accordance with the University of Ottawa Heart Institute Foundation ("UOHIF") internal privacy policy and donor bill of rights guidelines.

The Senior Officer provides guidance and support for the use of constituent data in both the Annual and Philanthropy Programs as well as providing guidance to other team members and volunteers in maintaining the integrity of the Raiser's Edge database. In addition, they are responsible for online financial transactions (Luminate) and the UOHIF's overall online processing cycle and receipting process.

Salary Range: \$58,000 to \$65,000 annually
Start Date: January 24, 2022
End Date: May 12, 2023 (with possibility of extension)



Qualifications

- Demonstrated excellent database skills, particularly in Raiser's Edge and Luminate
- Minimum of 3 year's fundraising experience in the not-for-profit sector
- Diploma or Degree in a related field, or acceptable combination of experience
- Strong communication skills: speaks, presents, listens and writes in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- Proven ability to organize, prioritize and work simultaneously on multiple projects and to consistently meet deadlines
- Bilingualism will be considered an asset

Duties and Responsibilities

- Overseeing and ensuring compliance in direct debit and credit card processing gifts
- Processing all Luminate (online) donations
- Making daily adjustments for online and in-house donations and/or receipts for staff and donors
- Overseeing the collection, storage, management, quality, and protection of data
- Entering accurate data of highly confidential constituent information including contact information into the Raiser's Edge database
- Maintaining integrity of Raiser's Edge data through research and assessment of files to remove duplicates, identifying inactive files, and assessing donor relationship attributes
- Reconciling reports for Finance for all credit card and online processing
- Providing support database support for online events/peer-to-peer fundraising
- Reconciling reports for direct debit banking for monthly donors and Luminate (online) donations.
- Processing Monthly donations via credit card and direct debit banking.
- Effectively communicate the importance of proper data collection and integrity to staff members and volunteers

Please e-mail your CV with cover letter to Mary Sue Evans (MEvans@ottawaheart.ca) by December 8, 2021.