

Job Posting

DEVELOPMENT ASSOCIATE (PROCESSING)

**Canadian Centre for Policy Alternatives
Ottawa, Ontario**

SUMMARY

- The [Canadian Centre for Policy Alternatives](#) (CCPA, National Office) is searching for a full-time Development Associate based in Ottawa to **support the entire organization's fundraising team by processing donations and providing other related support.**
- The CCPA, established in 1980, is Canada's leading progressive think tank and is committed to a socially, economically and environmentally just Canada.

DESCRIPTION

- Full-time (5 days per week), unionized position.
- Start date: November 1, 2022 (flexible).
- Salary: \$62,108 – \$70,824 per annum, plus generous benefits, incl. pension/retirement plans. (If you have an existing pension/retirement plan, it may be possible to transfer it.)
- In-office position (downtown Ottawa) with flexibility for occasional remote work.

DUTIES AND RESPONSIBILITIES

- Data entry of all one-time, legacy, and stock donations.
- Assist with processing online donations.
- Enter/respond to comments from donors.
- Update donors' address information or mailing preferences.
- Scan relevant supporting documents to add to donors' files.
- Update monthly donor accounts with new banking information.
- Cancel monthly accounts, as requested, and send confirmation letters.
- Respond to donor inquiries via telephone or email.
- Assist in solving donation-related issues and errors, as they arise, with relevant staff.
- Participate in meetings with the development team in order to coordinate work and strategic planning for systems improvement.
- Reconcile donation reports regularly with the bookkeeper.
- Produce other reports as needed by other staff or management.
- Other tasks related to fundraising and general administration as assigned.

SKILLS AND QUALIFICATIONS

- Minimum 2 years previous experience in office/administrative and data entry work.
- Strong, professional communication skills.
- Effective time management and organizational skills.
- High level of attention to detail and accuracy.
- Experience with Microsoft Office (especially Excel).
- Experience with DonorPerfect, or similar fundraising/CRM software.
- Fluency in English is required.

ASSETS

- Fluency in French is not required but is an asset.
- Experience with MailChimp, or similar emailing list systems, is an asset.
- Experience with Gmail/Google Apps is an asset.
- Knowledge of non-profit and social justice issues/organizations is an asset.

HOW TO APPLY

- The deadline to apply is the end of the day on **Sunday, October 23, 2022**.
- Apply via ccpa.bamboohr.com/jobs
- A cover letter is required in addition to your resume.
- We encourage you to provide *at least two* references but this is not a strict requirement.
- Only those candidates selected for an interview will be contacted.

The Canadian Centre for Policy Alternatives is committed to developing an inclusive and equitable workplace and we strongly encourage candidates from diverse backgrounds to join our team.