



Foundation Officer

Full Time Permanent (38.75 hours/ week)

The Kemptville District Hospital Foundation was established in 1979 to raise funds in support of the Kemptville District Hospital. The Foundation is seeking a highly motivated individual who is passionate about philanthropy.

The Role

Reporting to the Executive Director, the Foundation Officer is responsible for processing all donations and generating accurate receipts with thank you letters.

The Officer is also responsible for exporting lists in support of Foundation e-communications and direct mail campaigns and to create data queries and pull reports.

The incumbent requires a proficiency working with Donor Perfect or other fundraising specific software.

The incumbent will also provide administrative support to the Executive Director such as;

Schedule meetings and record minutes for Foundation Board meetings.

Assist in coordinating special events, meetings, and receptions as needed.

Other duties as assigned.

Key Responsibilities

Gift Processing and Receipting

This involves accurate data entry skills; an understanding of the CRA guidelines with respect to charitable receipting and eligibility; and recognition of the importance of accurately recording gift restrictions.

Execute weekly thank-you and tax receipt correspondence.

Prepare and reconcile bank deposits.

File gift documentation, ensuring completeness of records for audit purposes.

Support our annual internal audit by supplying auditor with back up documentation as requested.

Fulfill tribute donations, creating and sending cards for gifts made in memory.

Manage monthly donors including data collection for declined or expiring credit cards.

Manage biographical donor data such as address changes, deceased data, email consent, mailing preferences.

Manage the ordering and purchasing of memorial stones for the Heart of Giving Memorial Garden.

The successful candidate will work with the Foundation Bookkeeper to reconcile transactions monthly and monitor operating budget.

Serve as a courteous touch point for internal and external stakeholders with questions about giving, their gift transactions, pledge payments/issues and receipts.

Qualifications and experience

Completion of 1 or 2 years post-secondary education in any discipline.

Three years of previous experience in an administration role, preferably in a fundraising setting.

Experience supporting executive level positions an asset.

Experience and knowledge in fundraising an asset.

Attributes and Abilities

Proficiency in Donor Perfect or similar software is an asset.

Strong proficiency in Word, Excel, and PowerPoint is required.

Experience with online donation processing platforms is an asset.

Strong interpersonal skills, effective at building relationships and able to work well with donors, colleagues, key Foundation and Hospital volunteers.

Excellent planning and organizational skills, the ability to prioritize, manage and execute is essential.

Strong analytical and problem-solving skills, able to identify inefficiencies and recommend process improvements, as well as anticipate challenges and resolve issues as they arise.

Highly adaptable, and flexible, able to prioritize and work comfortably in a fast-paced, changing environment, as part of a small but nimble team.

Working conditions

Primarily office work.

Some work at various sites around Kemptville is required for special events.

Occasionally early morning, evening and weekend work may be required.

Application Information

Salary range \$50,000 - \$58,000 per year (plus benefits package) depending on the candidate's skills and qualifications.

Qualified applicants are invited to submit their resume and cover letter by 5pm ET on February 14, 2025.

Interested candidates should submit their resume and cover letter via email, outlining their qualifications to: Sam Laprade, CFRE at samantha@gryphonfundraising.com.

Please note that submissions will be reviewed on an ongoing basis. We will be interviewing as we receive resumes.

We thank all applicants for their interest; we will contact only those applicants selected for consideration.