

**Position : Administration and Fund Development Assistant Closing Date: Until filled**  
**Type : Full-time (40 hours per week) Location : New Westminster**  
**Nature of Work: AM/PM, Weekdays Posting #1: 4000-122019**

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We are a human rights and social services charitable not-for-profit agency for women, girls, and children affected by the justice system.

EFry is committed to the belief that people are willing and able to take responsibility for their own lives if provided with the resources, opportunities and skills to do so. We value working together with others who are committed to equality, fairness, and opportunity for those we serve.

## ROLE OVERVIEW

Reporting to the Chief Operating Officer, the Administration and Fund Development Assistant is responsible for supporting Senior Managers in order to ensure effective and efficient administration. Supporting Fundraising activities including donor stewardship, events, and donor administration.

## KEY RESPONSIBILITIES

- Maintains administrative systems, including tracking and filing systems.
- Prepares and distributes minutes, notes and other documents in support of senior management.
- Prepares correspondence, reports, letters, presentations, and fund development templates for internal and external use.
- Maintains calendars and schedules and prepares for meetings, including materials and logistics.
- Processes donations including preparation of thank you letters and tax receipts.
- Supports the Raisers Edge database including data entry, tracking donors, prospects and contacts, and provide reports as required.
- Assists in the planning, coordination and implementation of donor and special events, including invitation distribution and lists, mail merges, and attendance tracking.
- Assists to prepare research, analysis, reports and briefing notes in support of fund development projects.
- Provides support as needed, including relief for other administrative staff.

## EDUCATION & EXPERIENCE

Post-secondary degree or diploma with a minimum 2 years' experience in administration including confidential event planning, volunteer management and donor relations

Experience working with a wide variety of stakeholders including volunteers, board members and donors

## **SKILL & ABILITIES**

- Strong database skills with proven experience using Raiser's Edge relationship management software.
- Superior organizational, time management and multi-tasking abilities and attention to detail.
- Excellent communication skills, both verbal, written and interpersonal.
- Ability to work with staff, Board members and donors with tact and diplomacy.
- Ability to handle administrative tasks such as minutes, memos, letters and other high level documents.
- Strong writing and grammar skills.
- Ability to handle confidential matters.
- Knowledge of Revenue Canada Guidelines, Freedom of Information and Protection of Privacy (FOIPOP) and Records Management.
- Proven competency in word processing and with accurate keyboard skills of 50 WPM.
- Proficiency in Microsoft Office Suite applications including Outlook, Word, Excel, PowerPoint and Publisher

## **ADDITIONAL INFORMATION**

The ability to function independently, and frequently under pressure, while managing concurrent projects and deadlines.

Efry actively promotes a program of employment equity and equal opportunity to ensure equal access to employment opportunity for all persons.

Interested candidates must submit a cover letter and resume to [humanresources@elizabethfry.com](mailto:humanresources@elizabethfry.com)

**Please note only short listed candidates will be contacted for interview. No phone calls please.**

