

Campaign Administrative Assistant

Part-time (0.5 FTE) Temporary Position, 2 year contract with possibility of extension

The Royal Inland Hospital Foundation (RIHF) is committed to inspiring donors and building meaningful relationships to support RIH and our community's health care needs, both now and into the future.

The Foundation is in the early stages of a transformative Capital Campaign and is recruiting additional team members to play critical roles in our success.

RIHF is challenging energetic, self-motivated and results-oriented individuals to apply to join our exciting, dynamic and donor-centered team! We are currently searching for a 'star' **Campaign Administrative Assistant**, reporting to the Campaign Director to provide campaign and administrative support.

Primary Responsibilities:

- Provide administrative support to the Campaign Director and other members of the Campaign Resource Team as assigned
- Coordinate and prepare donor correspondence (ex. pledge reminders, thank you letters, etc)
- Perform regular data entry and updates in the donor database (Raiser's Edge); a high level of proficiency and ability to use Raiser's Edge and generate reports will be required
- Ensure the accuracy of the Raiser's Edge database donor records (ex. address, gift amount, relationship, etc.) as well as hard/electronic donor records
- Support the Campaign Resource Team with various tasks (correspondence, organizing/coordinating logistics of meetings/events and other administrative tasks)
- Ensure the team is kept up-to-date, is advised of and prepared for all appointments and obligations
- Provide superior customer service to donors, volunteers and RIH staff in person and by phone, as well as when greeting guests or assisting with general enquiries
- Other duties as assigned

Experience

New post-secondary graduates who show incredible potential will be considered who demonstrate enthusiasm and willingness to learn; however preference will be given to candidates who have several years' experience in an office environment supporting multiple people. Experience in the charitable or non-profit sector is preferred but not mandatory.

Knowledge, Skills and Abilities

- Superior administrative skills and knowledge of administrative protocols, office procedures and practices to provide daily professional administrative assistance to the Campaign Resource Team
- Superior attention to detail and exceptional organizational skills
- Experience in data processing and with data management systems



- Advanced computer skills in Microsoft Office Suite is required. Preference will be given to candidates with database experience (Raiser's Edge), including report generation
- Strong communication skills (verbal and written) are required
- Maintains critical relationships with the highest level of confidentiality and sensitivity to information
- Ability to demonstrate flexibility in juggling various tasks and competing priorities
- Post-secondary diploma in Administration or equivalent
- 2-3 years' experience in an office setting is preferred

Operational Requirements

- Occasional ability to work evenings, early morning and weekends
- Ability to lift and carry event and meeting materials as required (up to 20 lbs)

Please forward your resume and cover letter outlining your experience, education and why you think you would be a suitable candidate for this position to: rihf@interiorhealth.ca. This posting will remain open until the right candidate is found but we are requesting applications by **Friday, Sept 28, 2018**. Your application should be saved in the following format: Firstname_Lastname_Jobtitle.

The RIH Foundation would like to thank all applicants in advance. Please be advised that only candidates selected for an interview will be contacted.