

Job Title: Database Coordinator
Position: Permanent, Part-Time (21.5 - 28 hours weekly)
Reports to: Director, Annual Giving
Wage Range: \$24 - \$26/hr
Position Start Date: Mid August 2025
Submission Closing Date: Wednesday, July 23, 2025

Position Summary

The Database Coordinator is responsible for ensuring the accuracy, integrity, and efficiency of the Royal Inland Hospital Foundation's donor database. This position plays a key role in donation processing, donor stewardship, reporting, and supporting both finance and human resources functions. With strong attention to detail and a commitment to confidentiality, the Database Coordinator ensures that all donor and staff records are maintained to the highest standard.

Key Responsibilities

Donor Database & Gift Processing

- Process all gift entry and donations received by the Foundation in a timely and accurate manner.
- Generate and issue official tax receipts in compliance with CRA regulations.
- Prepare and send memorial tribute notifications and acknowledgement letters to donors.
- Maintain and update donor records, ensuring consistency and integrity of data.
- Run reports, queries, and data pulls as needed for internal tracking, stewardship, and campaign support.
- Reconcile monthly donations and post entries to Financial Edge accounting software.
- Provide support with accounts payable tasks ensuring accuracy and proper documentation

Additional Duties

The Database Coordinator is expected to support the overall success of the Foundation by assisting with other duties as required. This may include providing administrative support to team members, assisting with event logistics or donor stewardship activities, participating in Foundation initiatives and meetings, and adapting to evolving priorities within a fast-paced, mission-driven environment. Flexibility, collaboration, and a willingness to contribute wherever needed are essential qualities for this role.

Qualifications

- Experience working with donor management databases (Raiser's Edge and or/ Financial Edge experience is an asset).
 - Familiarity with charitable receipting and CRA compliance.
 - Strong attention to detail and ability to manage sensitive data with discretion.
 - Proficiency in Microsoft Office Suite, especially Excel.
 - Strong organizational and communication skills.
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How to Apply

To apply for the Database Coordinator position, please submit the following by **Friday, July 20, 2025**:

- A cover letter outlining your interest in the role and relevant experience
- A current resume

Email your application to **jenna.vanderburgh@interiorhealth.ca** with the subject line: **Database Coordinator Application – [Your Full Name]**.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.