CUMMINGS JEWISH CENTRE FOR SENIORS- FOUNDATION

JOB POSTING

JOB TITLE:	Database Administrative Coordinator (Part-Time)
DEPARTMENT:	Foundation
SCHEDULE:	3 days/week, in-person
START DATE:	March 2024

The Cummings Centre Foundation raises funds to enrich and safeguard the quality of life of the growing senior population served by the Cummings Centre. The selected candidate will be responsible for:

- Managing the database and ensuring that data is maintained and up to date
- Developing and creating reports, by pulling information from the database
- Preparing invoices and supporting letters for annual programs
- Working closely with team members to support their database needs
- Coordinating administrative tasks for various fundraising initiatives and events, as needed
- Ensuring that donors receive thank you letters in accordance with the Foundation stewardship policies
- Assuming other projects, as required.

QUALIFICATIONS

- A minimum of 2 years of relevant administrative experience
- Experience in CRM databases and data management
- Knowledge of DonorPerfect – an asset
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, etc.)
- Ability to multitask and work in a fast-paced environment.
- Excellent judgment, discretion, and respect for donor confidentiality
- Flexible team player with excellent interpersonal skills
- Strong attention to detail
- Excellent writing and proofreading skills

We thank all interested candidates for their interest; only those considered for the position will be contacted for an interview. We encourage people from minority and racialized groups to apply. We welcome diversity in our workplace.

Interested candidates may submit their resume to HR at: HR@cummingscentre.org