



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: August 2026

SUMMARY

The Cummings Centre Foundation raises funds to enrich and safeguard the quality of life of the growing senior population served by the Cummings Centre. This position combines database management and administrative support within a small, collaborative fundraising team. The successful candidate will be responsible for maintaining and enhancing the organization's donor database, ensuring data accuracy and integrity while supporting effective fundraising operations. In addition, the role provides general administrative support and contributes to special projects, events, and seasonal initiatives as required.

DUTIES AND RESPONSIBILITIES

The selected candidate will be responsible for:

Database Management & Reporting

- Maintain and optimize the donor database, ensuring data accuracy, consistency, and integrity.
- Manage data quality by identifying and resolving duplicate, incomplete, and outdated records.
- Improve database structure, data entry standards, and reporting processes to support fundraising operations.
- Generate reports and data extracts for analysis, decision-making, and operational needs.
- Identify and implement database and process improvements to enhance efficiency.
- Serve as the organization's primary resource for database administration and reporting.

Administrative Support

- Provide administrative support, including responding to emails, phone inquiries, and general requests.
- Prepare correspondence, reports, and other administrative documents.
- Support fundraising initiatives, donor programs, seasonal campaigns, events, and special projects.
- Assist the team in managing changing priorities and providing support during peak periods.

EDUCATION, EXPERIENCE AND SKILLS

- Minimum 2 years of administrative experience, preferably in a nonprofit or fundraising environment.
- Experience with CRM databases and data management; knowledge of DonorPerfect is an asset.
- Proficiency in Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook.
- Strong organizational skills with the ability to manage multiple priorities in a fast-paced environment.
- Excellent attention to detail, judgment, discretion, and commitment to donor confidentiality.
- Strong written communication and proofreading skills.
- Collaborative team player with excellent interpersonal 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