



## DEVELOPMENT ASSISTANT - GIFT PROCESSING & FINANCE

### Join Our Team! Development Assistant Wanted

Are you a detail-oriented, people-friendly professional looking to make a difference in the nonprofit sector? Huntsville Hospital Foundation is seeking a **Development Assistant** to support our fundraising efforts and donor engagement. This role involves donor database management, finance-related tasks, and front-of-house duties to ensure a welcoming experience for our supporters.

This position will assist in maintaining donor records, processing donations, generating acknowledgment receipts, and supporting financial reconciliation. This position offers an exciting opportunity to learn and grow within the nonprofit sector, with a focus on data management and financial operations. The ideal candidate will have strong attention to detail, a sense of responsibility in managing donor data, a desire to learn and work with a close team.

### Why Join Us?

- Work with a passionate team dedicated to its mission.
- Engage with donors and stakeholders to foster meaningful relationships.
- Gain valuable experience in nonprofit development and fundraising.

### Key Responsibilities:

- Greet and assist visitors, donors, and stakeholders with professionalism.
- Manage reception area and handle incoming inquiries.
- Donation data entry and maintaining donor records while learning best practices for database management.
- Generate acknowledgment letters and donor receipts.
- Support financial reconciliation by verifying donation records and gaining an understanding of nonprofit finance processes.
- Work closely with the finance team to develop knowledge of reporting and reconciliation procedures.
- Support fundraising events and donor stewardship initiatives.

### What We're Looking For:

- Strong attention to detail and organizational skills, with a willingness to learn and adapt.
- Interest in nonprofit financial processes, donor data management, and reporting.
- Ability to follow instructions while proactively seeking opportunities to expand knowledge
- Strong attention to detail, accuracy in data management, and a basic understanding of financial principles
- Excellent organizational skills, communication and customer service skills.
- Proficiency in Microsoft Office and familiarity with donor databases (a plus!).
- Ability to multitask and manage priorities efficiently.

### How to Apply:

Send your resume and cover letter by March 14, 2025 to;  
4-100 Frank Miller Drive Huntsville ON P1H 2J6  
E: [hhfoundation@mahc.ca](mailto:hhfoundation@mahc.ca)

Huntsville Hospital Foundation is an equal-opportunity employer. Salary range: \$52,000 - \$65,174, benefits and pension. The position will close when the ideal candidate is chosen. We thank all applicants for their interest, however, only those selected for interviews will be contacted.



## **JOB DESCRIPTION**

### **- Development Assistant - GIFT PROCESSING & FINANCE**

#### **ORGANIZATIONAL RELATIONSHIP**

The Development Assistant plays a key role in supporting the fundraising and donor engagement efforts of Huntsville Hospital Foundation. This position is responsible for front-of-house duties, ensuring a welcoming environment for visitors and donors, as well as accurately processing and maintaining donor data and finance-related tasks. The ideal candidate is detail-oriented, personable, and passionate about the organization's mission. The DA is accountable to the Director of Finance.

The Development Assistant plays a key role in supporting the fundraising and donor engagement efforts of Huntsville Hospital Foundation. This position will support our fundraising efforts by managing donor database entries, processing donations, generating acknowledgment receipts, assisting with financial reconciliation and for front-of-house duties, ensuring a welcoming environment for visitors and donors. The ideal candidate is detail-oriented, personable, and strong attention to detail, a sense of responsibility in managing donor data. The Development Assistant will report to the Director of Finance.

#### **POSITION SUMMARY**

- Provide front-house duties for the Foundation to greet and assist visitors, donors, and stakeholders with professionalism
- Donation data entry including acknowledgment letters, donor receipts and maintaining donor records while learning best practices for database management.
- Support the finance team Support for financial reconciliation by verifying donation records and gaining an understanding of nonprofit finance processes.

#### **DUTIES**

In addition to the above, the incumbent is responsible for

- handle donations on the phone, in person and online
- maintain donor records and ensure data integrity, including updating contact information and gift records.
- generate donor acknowledgment letters, receipts, and reports in a timely manner.
- assist with donor stewardship efforts, such as tracking pledges and preparing recognition materials.
- work closely with the finance team to reconcile donations and ensure accurate reporting
- representing the Foundation, as needed at events
- other administrative duties, as assigned



### **KNOWLEDGE & SKILLS**

- professional and friendly demeanour
- excellent team player
- able to work with sensitive, confidential material.
- excellent attention to detail
- ability to prioritize projects and tasks at once in a fast-paced environment
- proficiency in Microsoft Office, Blackbaud RENXT, and general computer skills
- familiarity with records management

Most importantly, the incumbent will have access to confidential information and must have the maturity to be discreet with its maintenance and dissemination.

### **EXPERIENCE & EDUCATION**

- previous experience in office administration is mandatory
- post-secondary education an asset
- superior computer skills are preferred
- general fundraising office experience is preferred

### **TERMS OF EMPLOYMENT**

#### **CONFIDENTIALITY AND DISCRETION**

The Foundation is committed to protecting the privacy of all information that is acquired through the general operation of a healthcare fundraising organization. HDMH Foundation does not trade, share or sell any personal information to third parties. All information remains confidential. All Foundation employees are required to sign a confidentiality agreement.

#### **HOURS**

The Development Assistant is a full-time position (37.5 week) with the Foundation.

Development, education and training opportunities are encouraged and supported by the Foundation. These opportunities will be supported by the Foundation based on budget, availability and convenience of attendance.

#### **WORKING CONDITIONS AND PHYSICAL EFFORT**

- work is normally performed in a typical interior office
- limited physical effort required or exposure to physical risk
- drivers licence
- access to a vehicle
- police check required