

Gift Processing Assistant

Join the Health Sciences Centre Foundation! Be a part of change, inspiration, and growth while working within our community for a healthier Manitoba. Our Foundation enables HSC Winnipeg, Manitoba's flagship hospital, to improve patient care, fund important research initiatives, education, advanced technology, and infrastructure improvements.

We are seeking a **Gift Processing Assistant**. Reporting to the Finance Manager, you will be a contributing member of the HSC Foundation team, providing support to the Operations and Development departments. The Assistant's primary responsibility is to accurately enter donations into Raiser's Edge and process tax receipts and acknowledgements in a timely manner. The Assistant will also support the Development team by entering Actions and Notes into Raiser's Edge.

Responsibilities will include:

- Accurately record and enter donations into Raiser's Edge, including online gifts through Net Community
- Process acknowledgement cards, tax receipts, and donor letters in a timely manner
- Add/update records in Raiser's Edge in accordance with standard operating procedures
- Respond to donor inquiries regarding tax receipts or provide other clarification
- Support the Development team by entering Actions and Notes into Raiser's Edge
- Other duties as assigned

Qualifications:

- At least one year of Raiser's Edge or equivalent database experience
- A working knowledge of Net Community would be an asset
- Proficiency in Microsoft Office, especially Word, Excel, and Outlook
- Strong verbal and written communication skills
- Focused, detailed, and accurate
- Quick learner with an excellent ability to retain information
- Proven ability to work in a team environment
- Ability to deal with sensitive/confidential information in a trustworthy manner

If the above position is the right fit for you, then join our team and help us make life better for patients and their families. For more information, please visit our website:

<http://www.hscfoundation.mb.ca/>

Salary is commensurate with level of experience and skills. E-mail your resume, cover letter, and salary expectation to: info@hscfoundation.mb.ca by **September 20, 2019**.

Thank you for your interest; only candidates selected for interviews will be contacted.



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