



Job Description

Job title	<i>Development Administrative Assistant</i>
Reports to	<i>Executive Director</i>

Job purpose

Reporting to the Executive Director the Development Administrative Assistant is instrumental in supporting the organization by assisting with the administration of campaigns that enhance existing donorship and garner new support. Position priorities are: the Administration of Fundraising Campaigns & Events; Partner Relations/Stakeholder Engagement/Donor Relationships. The Fund Development Associate will work within the policies and procedures established by the Woodland Cultural Centre.

Duties and responsibilities

- Assist with the administration of capital fundraising campaign working alongside our marketing and communications team and track/report the effectiveness and results
- Work with the Executive Director to manage Advisory Committees' engagement in fundraising activities
- Updating the donor management software and maintaining donor lists
- Preparing minutes and scheduling meetings for the Advisory Committee
- Assist with the creation of case statements, proposals, sponsorship decks, and stewardship materials
- Other duties as assigned

Qualifications

- A University Degree or College Diploma in Indigenous Studies, Marketing/Communications, Business Administration or related field
- Ability to successfully execute multiple, simultaneous projects on time with quality results
- Proficiency in Microsoft Office
- Ability to work independently but also collaboratively while organizing and prioritizing work and deadlines for yourself and others
- An understanding of the non-profit and social services sector is an asset

Working conditions

- This position requires moderate physical effort.
- This position requires moderate visual/sensory effort.
- This position typically operates in a working from home format.
- Mental Stress: There is regular deadline pressure from various sources.

Direct reports

Executive Director

Approved by:	<i>Janis Monture, Executive Director</i>
Date approved:	<i>2022-06-13</i>
Reviewed:	