



Ronald McDonald House Charities® Newfoundland and Labrador
Development Finance & Administration Officer

Ronald McDonald House Charities® Newfoundland and Labrador (RMHC NL) is located in St. John's near the Janeway Children's Hospital. Ronald McDonald House offers accommodations, programs and services to sick or injured children and their families who must travel to St. John's for medical reasons. Operated by a small staff and supported by dedicated group of volunteers, we seek the services of a full-time **Development Finance & Administration Officer**.

Are you someone who can intuitively understand databases, finance processes, and how each piece fits together? Are you interested in complex problem-solving? Whether you are working in administration; accounting; or an office administration graduate wanting to apply your experience - you are someone driven by the need to work for a place with purpose. You want to grow your administration career in the non-profit sector working at the grassroots level with volunteers to meet and exceed fundraising targets. You can see the big picture and break it down into details to solve problems proactively. You have the drive and the enthusiasm to be organized with close attention to detail; If you're a professional seeking a position where you can make a difference in the lives of sick children every day, this position is for you.

This position is unique - a career with real meaning and sense of purpose. The **Development Finance & Administration Officer** is an integral part of the Development team reporting directly to the **Director, Development & Communications**. This position will be responsible for overseeing the donation processing, donor pledges, biographical data and maintenance, providing exceptional customer service to donors and provides administrative support to the team. This role will coordinate the execution and daily management of processing gifts, grants, sponsorships, and pledge payments while ensuring all gifts are acknowledged, and processed in a timely manner. The incumbents must adhere to and be knowledgeable in CRA gifting and receipting guidelines.

The **Development Finance & Administration Officer** will be responsible for all data content and standards, performing regular query updates as they relate to gift processing, recognition, prospects, including maintaining accurate names for recognition and publication purposes. The incumbent must be highly organized, have strong attention to detail, and capable of performing complex processes while continually re-evaluating priorities. This position also oversees general office management for the Development team. While also performing some accounts payable and administration duties the position is a development team member and will support fundraising campaigns and events as required

Qualifications:

- Post-secondary education preferred (certificate/diploma) in a related field or at least +1 related years of experience in a fundraising environment, financial services environment or an equivalent combination of education, training, and experience.
- Basic accounting skills required;
- Excellent computer skills including extensive experience using MS Office, (particularly MS Excel, MS Word, and MS Outlook)
- Experience with the Raiser's Edge (RE NXT) database software, or a similar database;
- Demonstrated strong attention to detail along with analytical skills, logical and methodical problem-solving skills with a proven ability to organize and prioritize workload is required;
- Demonstrated exceptional customer service and donor stewardship.
- Successful record of working with volunteers;

- Seeks to strengthen environment with authenticity and positivity;
- Continually learns and applies knowledge and promotes learning and improvement in others; gives, receives and acts on constructive feedback;
- Ability to work to tight deadlines;
- Ability to work in an environment with families in times of stress or crisis;
- Available to occasional work evenings and weekends, as necessary.
- Blackbaud Certification (Raiser's Edge NXT), would be considered a strong asset;
- In-depth understanding of Canada Revenue Agency tax receipting rules and guidelines, and the charitable sector in Canada would be considered a strong asset;

Compensation: Salary range for this position is \$40,000-\$45,000 and includes an excellent benefits program. The position is permanent full-time (Occasional evening and weekend work may be required.)

Send resume in confidence to careers@rmhcnl.ca. Applications should be received by **February 21, 2024**. We thank all applicants for their interest. Only those persons to be interviewed will be contacted.