



**Ronald McDonald
House Charities®**
Southwestern Ontario

**Ronald McDonald House of Southwestern Ontario
POSITION- Lead Gift Administrator**

The Organization

Ronald McDonald House Charities Southwestern Ontario ("the Chapter") is part of a network of 15 Ronald McDonald Houses across Canada. We provide a *home-away-from-home* for families of children who are seriously ill or injured and being treated at nearby hospitals. Established in 1985, the Chapter has experienced significant growth expanding to a 34 room House in 2011, the introduction of a Family Room at London Children's Hospital in 2012 and the opening of the first in Canada House-within-a-Hospital in Windsor Regional Hospital in 2016. The Chapter will continue to grow to meet the needs of families in Southwestern Ontario. Please visit our website at www.rmhc-swo.ca for more information.

The Opportunity

The Lead Gift Administrator upholds the critical role of maintaining the organizations donor database and tracking all revenue for the organization. The Lead Gift Administrator is responsible for managing the operation, maintenance, data input, data integrity, security, and accuracy of Ronald McDonald House Charities Southwestern Ontario donor management system. Working closely with the Leadership team—the Lead Gift Administrator will assist with the planning and development of the database as the donor database grows, as well as troubleshooting issues on behalf of the users. As part of the Corporate Services Team, the Lead Gift Administrator is responsible for the timely and accurate processing of all data entry and database information, gift acknowledgments and reporting with respect to fund development and donor stewardship.

The Qualifications

We are looking for an Administrative Professional with the following skills:

- A Bachelor's degree from an accredited college or university.
- Minimum of 3 years of relevant experience
- Experience with database input and data mining essential
- Verifiable minimum experience of two years in Blackbaud's Raisers Edge Database as administrator or advanced operator; formal training is preferred
- Demonstrated commitment to long-term relationship building with donors
- Excellent verbal, written, and inter-personal communication skills and an ability to work cooperatively in a collaborative work environment. Must be detail-oriented and extremely organized with the ability to prioritize workload.
- Experience with Import-O-Matic, Online Express
- Valid driver's license with clean driving record and consistent access to a motor vehicle with appropriate insurance.
- Understanding of CRA Guidelines for charitable tax receipting
- Passion for the mission of RMHC
- Ability to work occasional evenings and weekends as required
- Ability to work well within a team and across functional groups.
- Highly resourceful, intuitive and flexible.
- Demonstrates a high level of professionalism and reliability
- Proven organizational and time management skills with a keen attention to details.

How to apply?

If you are interested, please forward your resume, together with a short cover letter outlining your key qualifications and your interest in the position. Please submit your resume and cover letter before September 18th, 2019 at 12:00pm to the attention of Jeff Howard, Senior Manager, Finance and Corporate Services via rmhadmin@rmhc-swo.ca

We thank all applicants, but only those selected for an interview will be contacted.