

**DONATION AND DATA PROCESSING ASSISTANT
RESOURCE DEVELOPMENT DEPARTMENT
(Part-time contract)**

What we do

Every day, our staff works towards SCIO's vision of making Ontario a more accessible and inclusive community. We believe in the power of choice, for all, and we want to change the way the world sees people with disabilities. Our founders envisioned a better, healthier, more inclusive life for people with spinal cord injury and set out to make it so. We are honoured to carry forth that tradition every day in Ontario, as we work for and with people with SCI to live the life they choose.

The Opportunity

As part of our dynamic provincial team, the part-time contract position of **Donation and Data Processing Assistant** is responsible for processing all donations online and offline from all revenue streams. This position oversees the input/output of data to ensure accuracy, develops and implements data queries/report as well as coding lists as required. This position is based out of the provincial office, working **2 days per week** to March 31, 2021.

Reporting to the Donor Relations Database Administrator will:

- Responsible for all donations and donor records and timely processing of data relating to donations, sponsorships, events and stewardship
- Process all financial payments of sponsorships, donations and event ticket sales, batch, produce receipts and thank you letters
- Ensures that data from Luminate and Online Express fundraising software is integrated and synced to Raisers Edge
- Maintains data integrity and generates statistical reports for Finance
- Code, batch, summarize and reconcile donations and fees for deposit
- Monitor and manage data transfers with 3rd party partners

Qualifications:

- Bachelor's Degree or Diploma in Information Systems, Accounting or related discipline
- Demonstrated experience with Raisers Edge donation processing
- High level of accuracy and speed in typing and word processing skills
- Experience in data mining
- Detail oriented, superior time management skills and the ability to work independently to cope with high volume of work and strict deadlines
- Proven computer application skills in MS office environment (Word, excel), Raisers Edge, Excel, Luminate Online or other fundraising databases
- Superior data analysis, evaluation and service skills

If you would like to make a meaningful contribution to people with spinal cord injuries and other physical disabilities, we look forward to receiving your application. We offer a great working experience that takes into consideration a work-life balance.

Given the essence of Spinal Cord Injury Ontario, people with a spinal cord injury and/or family members of people with an SCI are considered an important criterion among the criteria that are part of any given search. SCI Ontario is an equal opportunity employer dedicated to achieving accessibility in employment for persons with disabilities, while ensuring inclusive, barrier-free selection processes and work environments.

Reasonable and appropriate accommodation will be provided during the recruitment process upon request and addressed confidentially. We thank all applicants; however, only those under consideration will be contacted.

Upon request, this position will require a Police Reference Check and credentials verification. If you would like to join our team, please forward your resume and corresponding cover letter, outlining your professional competencies and salary expectations in confidence by October 13, 2020: Human Resources, SCI Ontario, 520 Sutherland Drive, Toronto, ON M4G 3V9, Fax: 416-645-3265, E-mail: hr@sciontario.org. We thank all applicants; however, only those under consideration will be contacted.