Catholic Missions In Canada

Donation Coordinator

Catholic Missions In Canada (CMIC) is a fundraising organization whose goal is to foster and extend the blessings of the Catholic faith in areas of our country where the Catholic population is either too small or the economic situation is too fragile for the essential ministry of the Church to survive without financial assistance.

We are looking for a Donation Coordinator who aligns with the organization's value and philosophy.

Job Summary

Working under the direction of the Director of Finance and Administration, you are responsible for maintaining a large fundraising database. You will process all types of donations received and print tax receipts. You will assist with some clerical duties.

Duties and Responsibilities

- Process daily and monthly donations
- Print letters and tax receipts
- Maintain donor database
- Generating reports and fund reconciliation
- Answer and make calls
- Perform various clerical tasks as needed

Skills and Experiences

- Post-secondary diploma
- Working knowledge of Raiser's Edge (or equivalent fundraising database) and Microsoft Office applications
- Strong interpersonal and excellent communication skills, a high standard of confidentiality
- Organizational skills with reliability; demonstrate ability to multi-tasks, set priorities and meet deadlines
- Ability to work well and adapt autonomously and to collaborate with others in a team environment
- French language a bonus but not necessary

Salary will be commensurate with background and experience.

CMIC offers an excellent opportunity to work in a dynamic, rewarding, and challenging workplace. Send resume and cover letter to: lina@cmic.info (no phone calls, please)

We thank all applicants for their interest, however only candidates under consideration will be contacted for an interview.

Application deadline: December 16, 2024 (interviews and selection may commence prior to this date)

Employment is conditional to results of Police Reference Check.