

The South Saskatchewan Community Foundation (the Foundation) is currently looking for a passionate individual to join our team as a permanent, full-time Donor Services Administrator. As the ideal candidate, you will have at least 3 years' experience with donor stewardship and in a granting program. You will be responsible for supporting the planning, execution and monitoring of donor directed granting and programmatic initiatives. Reporting to the Director of Philanthropy and Donor Stewardship, you will also be responsible for administering donor grant services, assisting with stewarding donors, and supporting activities of the Foundation and its community.

Qualifications:

- Post-secondary level certificate or higher in Business Administration along with project management training or similar education and experience
- 3-5 years Donor Stewardship experience in a middle management role
- 3+ years' direct experience in a granting program
- Significant experience using Microsoft Office, spreadsheets, email and related office administration software along with a comprehensive knowledge of office management and administrative procedures and protocols
- Experience using a Community Relationship Management (CRM) database system
- The ability to create and revise administrative procedures and policies
- The ability to input, edit, retrieve, format, transmit and link file data, create and generate queries, diverse reports and documents utilizing word processing, databases, spreadsheets, communications and other software packages with speed and accuracy
- Excellent presentation, organization and customer service skills
- A resilient, positive and professional attitude and appearance
- Excellent oral and written communication skills in the English language
- Outgoing and friendly personality
- Ability to work alone and within a small team environment
- Strong attention to detail and accuracy, and the ability to prioritize and work simultaneously on multiple priorities and meet deadlines
- A passion for serving the non-profit sector
- The ability to use discernment and diplomacy
- The ability to be resourceful and proactive as issues arise
- Valid driver's license & vehicle is required

*An equivalent combination of education and experience will be considered*

To apply for this role, please send your resume, along with a cover letter describing how you meet the qualifications to [kaitlin.corcoran@sscf.ca](mailto:kaitlin.corcoran@sscf.ca) prior to 8:30 am on Friday, May 20, 2022.

The South Saskatchewan Community Foundation practices employment equity and is dedicated to building a workforce that reflects the diversity of our community, including those who identify as a member of the following groups: visible minorities, Indigenous peoples, and persons with disabilities.



South  
Saskatchewan  
Community  
Foundation

*Helping good people do great things!*