

Ray of Hope is a Christian based not-for-profit agency providing a variety of support services in the areas of Youth Justice, Youth Addictions, Youth Employment, Community Support and Refugee Support. We are seeking employees who are excited about our mission and values and who are prepared to join us in our vision to be "People Investing in People, Inspiring Hope, Transforming Life."

We are currently seeking a full-time Fundraising and Communications Assistant to join our Administration team to fill a maternity leave contract starting July 24, 2017 for approximately 10 months.

The Fundraising/Communications Assistant will support the Chief Development Officer in day-to-day activities of a multi-faceted Development Department and will focus on donor management functions, including but not limited to maintaining donor database, managing monthly partner records and donations and completing Gift in Kind donation requests. S/he will be responsible for the administrative duties associated with the development function such as creating and sending thank you letters, while supporting in enhancing ongoing donor strategies. The Fundraising-Communication Assistant will also be responsible for developing and updating printed materials, supporting social media and website management duties, supporting event planning and producing a variety of reports.

Competencies:

In order to be successful in this position, candidates must uphold, support, and implement Ray of Hope's Mission, Vision and Core Values in addition to the following competencies:

☞ Customer Focus ☞ Creative ☞ Resourceful ☞ Initiative ☞ Adaptable ☞
☞ Communication ☞ Detail Oriented ☞ Team Player ☞ Professionalism ☞

Qualifications:

- Completion of post-secondary education in related field of study
- Minimum 3-5 years of experience in administrative role and experience in donor management an asset.
- Ability to read and interpret procedure manuals and reports.
- Ability to analyze and present numerical data in tables, spreadsheets and forms.
- Proficient with Microsoft Office Suite (Word, Excel, Outlook, Power Point).
- Sound knowledge and experience with donor database software (i.e Donarius, Salesforce etc) and accounting software (i.e. MS Dynamics GP).
- Ability to utilize social media platforms and support website management

To apply, please submit your covering letter and resume to hr@rayofhope.net no later than May 28, 2016, quoting job #2017-009. For a complete job description, please contact Human Resources. We thank you for your interest in this position, but only those selected for an interview will be contacted. Please note the successful candidate will be required to produce a police records check including a screening for working with the vulnerable sector.

Accommodations are available for all parts of the recruitment process. If you require accommodations, please contact Human Resources by email at hr@rayofhope.net or by phone at 519-578-8018 ext. 223.