

Donations Coordinator

Full-Time | Al Rashid Mosque - Edmonton, AB

JOB DESCRIPTION

- Follow up with donations, update customer information and processing of payments for tax receipts purposes.
- Active donor engagement allowing for prompt follow up, stewardship, and recognition of donors and prospects.
- Maintain an up-to-date accurate database on Content Record Management.
- Cultivate and connect with potential donors including donor retention strategies and donor stewardship.
- Provide coaching, and support onsite staff relating to donor care.
- Data entry on software applications to process accurate reporting.
- Handle all donor care activities and maintain integrity of donor and donation data.
- Prepare regular reports on donation activities, tracking trends and identifying opportunities for improvement.
- Stay current and knowledgeable on gift regulations and donor fund management best practices.

JOB SPECIFICATIONS

- Minimum of 2 years of administrative experience in an office setting.
- Post-secondary diploma in a related field or relevant experience equivalent.

- Experience in donor relations or customer service, using Raiser's Edge or a similar Customer Relationship Management system.
- Experience with database and software web applications
- Excellent Computer Skills and advanced knowledge with Google Docs and MS Excel.
- Knowledge of Power BI/Tableau/R considered an asset
- Detailed oriented, multi-task in a fast-paced environment
- Ability to prioritize and manage information with sensitivity, privacy, and confidentiality.
- Strong organizational, administration, verbal and written communication skills and office ethics.

How to Apply

Please submit the following:

1. A current CV/resume.
2. Names and contact information for professional references.

Applications should be submitted to:

HR@alrashidmosque.ca

Applications will remain open until a suitable candidate is selected and contracted.

Candidates whose qualifications and experience meet the requirements of the position will be contacted regarding the next stage of the selection process.