



Development Officer, Database

Position Summary

As a key member of the North York Harvest development team, the Development Officer, Database offers support in donor data management, and cultivation and stewardship of current and prospective donors. The role will also provide support to the development team and its initiatives to further the fundraising goals of North York Harvest.

Organizational Profile

Vision – A community where all members are able to meet their food needs.

Mission – To engage our community in meeting the food needs of northern Toronto by providing dignified food assistance, education, focused advocacy and long-term food solutions.

Reporting Relationship

The Development Officer, Database reports to Director of Development & Marketing

Qualifications

- A minimum of 3 years of gift processing experience and reporting using Raisers Edge or similar database processing program
- Blackbaud Raiser's Edge certification is an asset
- Advanced skills in Microsoft Office and Google Suite applications
- Knowledge of CRA guidelines and basic accounting an asset
- Outstanding focus and attention to detail along with high degree of accuracy
- Highly effective written and verbal communication skills
- Ability to work in a confidential and sensitive manner

Responsibilities

- Ensure accurate and timely gift processing, receipting and reporting
- Prepare/create queries, lists, reports, dashboards, imports & exports for appeals and campaigns, and other fundraising activities
- Audit database for accurate coding, maintenance of constituent records and data integration
- Prepare bank deposits, reconcile gifts and support financial audit activities
- Respond to donors' enquiries with exceptional customer service skills
- Support the development team to successfully cultivate, solicit and steward donors and prospects to meet North York Harvest's fundraising goals
- Other administrative duties as assigned.



The job description provided is not meant to be an exhaustive list. An individual may be required to perform other tasks which may not be listed but are consistent with the general intent of this role.

Working Conditions

- This is an in-office position however, due to the Covid-19 pandemic, some portions of the job may be performed remotely **
 - The candidate must have access to internet while working remotely
- **Please note, these circumstances are subject to change.

Terms

Full-Time

37.5 hours per week

\$39,000 – \$53,000 per annum plus benefits

Please forward cover letter and resume to henry@northyorkharvest.com no later than September 3, 2021. Please quote the job title in the subject line. We thank all applicants for their interest, however, only those to be invited for an interview will be contacted.

Note:

- Applicants must be legally entitled to work in Canada.
- North York Harvest Food Bank is committed to employment equity and encourages applicants from equity seeking groups. We recognize a range of lived and work experience as being valuable to our work and encourage interested parties to apply.
- Accommodations for job applicants with disabilities are available on request.