

## Appendix II

### **Job Profile Fundraising & Development Administrative Assistant**

The Fundraising & Development Administrative Assistant reports to the Manager of Fundraising & Development and is responsible for administering and coordinating activities relating to the Park Board's donation program.

The position provides clerical, administrative and research support for the program. Liaison with a wide variety of internal and external contacts is established and maintained.

#### **Key Duties and Responsibilities:**

- Research of existing donor base and prospective donors
- Database input, administration, upkeep
- Donor communication including letter writing, proposal writing and face-to-face contact with the public and donor inquiries
- Marketing and promotion

#### **Knowledge, Abilities and Skills:**

- Experience and knowledge of principles and techniques relating to fundraising, marketing and communications
- Substantial experience and working knowledge of relevant computer software programs (Raiser'sEdge, Excel, Word, Internet)
- Ability to develop and implement effective and efficient administrative processes, such as reports, correspondence, filing, donor follow-up process
- Skilled in writing letters, proposals and grant writing
- Ability to locate, extract and analyze information from various sources
- Ability to prepare statistical and narrative information in support of fundraising projects and funding submissions
- Ability to prepare and maintain reports for presentation to senior management
- Excellent written and oral communication skills
- Ability to deal with the public and ability to field donation inquiries
- Ability to provide administrative and office management support
- Ability to work independently, proactively and with minimal supervision
- Excellent organizational skills
- Excellent attention to detail
- Customer focused attitude
- Must have valid BC drivers licence
- Completion of university degree or equivalent