



Assiniboine Park Conservancy

55 Pavilion Crescent
Winnipeg, Manitoba
R3P 2N6 Canada

info@assiniboinepark.ca
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Gift Processing Assistant (Term)

Deadline to Apply: February 23, 2026

Salary: \$45,000

Full-Time, 20-Month Term from March 2026 to October 2027

About Assiniboine Park Conservancy

Creating the future vision for one of Winnipeg, Manitoba, Canada's most prized treasures, Assiniboine Park Conservancy (APC) located at 55 Pavilion Crescent in Winnipeg is the not-for-profit organization that oversees Assiniboine Park's operations and ensures its ongoing redevelopment and financial viability. Our team is inspired to create and deliver extraordinary experiences for the people who visit and use the Park and Zoo including building friendly, supportive, effective relationships with stakeholders, community and the general public.

The Opportunity

The Gift Processing Assistant is responsible for the coordination, execution, and daily management of processing gifts, grants, sponsorships, and pledge payments while ensuring all gifts are acknowledged, and processed in a timely manner. This position is responsible for donor biographical data and maintenance, providing exceptional customer service to donors.

Reporting to the Development Database Manager, this position will work collaboratively with the entire Resource Development team, often providing administrative support as needed. In addition, this position will assist with various fundraising initiatives, including APC's Tribute Program.

Required Education, Training, and Experience

- Post-secondary education preferred (certificate/diploma) in a related field.
- Three (3) years directly related experience in a fundraising environment, or an equivalent combination of education, training, and experience.
- Knowledge of Canada Revenue Agency guidelines pertaining to Charitable Giving is required.
- Knowledge of gift data entry is required.
- Experience with the Raiser's Edge database software, or a similar constituent and donation fundraising database is required.
- Must have intermediate level of skill using computer applications such as MS Office (particularly MS Excel), MS Outlook, MS Teams.





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- Must have strong analytical, logical and methodical problem-solving skills.
- Must have excellent communication skills, both verbal and written.
- Ability to interact effectively and positively with public and staff.

APC Commitment to Diversity & Inclusion

Assiniboine Park Conservancy is committed to creating and maintaining a diverse and inclusive workforce. Employment equity may be a factor in selection for this competition. Consideration will be given to Indigenous people, racialized minorities, women, and persons with disabilities. Accommodations are available upon request during the assessment and selection process.



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