



It starts with Scouts.

Job Ad

Revenue Development Administrator

Want to change the world? At Scouts Canada our Vision is “Canadian youth making a meaningful contribution to creating a better world.” We need passionate people who share our Mission to develop well rounded youth better prepared for success in the world.

The Marketing and Development team is currently seeking Revenue Development Administrator. The ideal candidates will be keen to further their skills in revenue development administration and database management. They will have a strong grasp of Raiser's Edge and is eager to become an asset to the team by supporting key business goals, through strong organizational skills, personable communications, and a willingness to jump in when and where necessary.

The Revenue Development Administrator plays an instrumental role by providing administrative, financial, and database support to the team. The role reports to the Director, Marketing and Development, and is responsible for donor database management, financial administration, donor stewardship processes, data analytics, online donation forms, newsletter creation and other general administrative tasks.

Revenue Development Administrator will work as a team player, working closely with the Marketing and Development team to ensure Scouts Canada is leading the way in philanthropy, business development and alternative revenue streams. Playing a key role to the overall team's success, the Revenue Development Administrator's duties include, but are not limited to the following:

Administration

- Provides administrative support to the Development Team.
- Formats letters, conducts mail merges, produces label/name tags/envelopes in large quantities.
- Coordinates logistics for meetings/special events and direct mail program including; tracking of donors, mailings, sponsorships and all receipting (tax receipts/non- tax receipts).
- Develops Giving Newsletter with BBNC plug-in usage, and implements tracking mechanisms to analyse audience behavior and giving
- Administers the donor stewardship program ensuring that each donor is recognized in an appropriate and timely manner.
- Develop and administer a giving score (linkage, interest, ability) in Raiser's Edge to maximize conversion activity.
- Provides excellent donor service and liaises with a variety of individuals from donors, corporate contacts, volunteers and the general public.
- Prepare a detailed monthly report for Finance of all donations received with summary, and breakdown by campaign code page.
- Liaise with Finance to prepare necessary reports

- Administers new membership applications as they sign up both on-line and by mail, manages membership fees, subscriptions, newsletters, elections, etc.
- Administer an alumni members outreach program through the use of Raisers Edge online giving tools.
- Monitor pledges of Fellowship & World Scout Foundation members and acknowledges completion of pledge with appropriate gift.
- Process yearly appeal to members.
- Maintain files for members.
- Provide in-house data report for direct mail processing through Canada Post.
- Manage all data entry into Raiser's Edge for tracking/solicitation purpose.
- Ensures content integrity through the deletion of duplicates, updating files when data is erroneous and general accountability for the database's accuracy
- Memorial cards/In Honour cards – process and acknowledge donations made on-line.

What you bring to the table:

- Proven effective donor relationship-building skills, with the ability to be tactful, proactive, and diplomatic
- Excellent interpersonal and communication skills
- Adaptability to changing priorities
- Exceptional attention to detail
- Ability to work closely and cooperatively with others across the organization and externally
- Strong team player with demonstrated ability to work independently.
- Project management and organizational skills required to manage daily workload, set priorities, meet deadlines and ensure efficient, timely service.
- Proficient with MS Office including Word, Excel, Outlook & PowerPoint.
- Sound judgment, tact, diplomacy and maturity in dealing with others (donors, volunteers, Board, staff and the general public)
- Ability to work independently and demonstrate a “can-do” attitude in a deadline driven environment

Qualifications:

- Post-secondary education preferably in fundraising or Non Profit related studies, or Business Administration
- Minimum 5 years of administrative experience with preference to non-profit experience
- Proven experience of data analysis, data segmentation and statistical understanding
- Proficient with MS Office including Word, Excel, Outlook & Access.
- Experience with fundraising database programs (Raiser's Edge)
- Knowledge of BBNC is considered an asset
- Bilingualism is an asset

We've got you covered...



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We offer a comprehensive benefits package that includes a fabulous merchandise discount; an employer-matched retirement plan after one year; extended health, prescription, vision and dental coverage, and more.

If this role excites you, we want to hear from you! Please take the time to tell us about yourself in a cover letter – we want to hear your story – your background, your accomplishments, and why this role is a good fit with your future career aspirations. We want to learn about you! Please submit your application – with a Cover Letter and Resume to recruit@scouts.ca.

Scouts Canada thanks you for taking the time to consider this position. Please understand that only individuals chosen for an interview will be contacted.

Scouts Canada encourages applications from all qualified candidates and has a great record of accommodating persons with disabilities. Contact Lisa Donnelly in Human Resources at 613-224-5134 ex 252 if you need accommodation at any stage of the application process or want more information on our accommodation policies.