

**Company:** The War Amps  
**Date Posted:** May 28, 2018



### **Duties**

Assists with the coordination, scheduling and distribution of public service announcements (TV, print and digital) across Canada in conjunction with the Associations campaigns, as well as other special initiatives.

Works closely with the Manager, and other departments, on the development of campaign resources.

Maintains confidential files; as well as helps to ensure that all donor and campaign files are keep up-to-date (computer and paper files.)

Monitors and tracks all incoming enquiries, donations, communications, grant applications and time sensitive deadlines for the department.

Prepares timely acknowledgement letters and work closely with other staff and departments on custom acknowledgements as needed.

Under the direction of the manager, coordinates appropriate donor recognition through the Association's website, social media and other printed resources as required.

Prepares and coordinates special or targeted mailings.

Assists with Corporate and Foundation grant research, applications and follow-up.

Assists team members with donor prospecting and research

Processes all departmental expenditures for approval.

Maintains department and Association online subscriptions and accounts, including descriptive listings.

Coordinates meetings and conference\workshop attendance, as well as any associated staff travel.

Attends meetings, prepares agendas, minutes and provides updates, as required.

Assist with the cataloguing, tracking and updating of all donor related mailing elements, correspondence and printed resources. Provides updates to staff and other departments on new campaign elements.

Liaises with staff (all offices) to help provide appropriate correspondence\back-up for donor acknowledgement and receipting purposes.

Works closely with the department staff and other departments to assist with the compilation of program, member or donor information for various reporting purposes, including monthly reports to the Executive Team.

Assists staff with the monitoring and scheduling of webinars, workshops and other educational resources.

Provides resources and assistance for Donor and Community Engagement activities and events as required

### **Experience**

University/college degree (communications, fundraising or marketing) or equivalent related experience

2-3 years related administrative support (previous non-profit or public awareness experience an asset)

Strong verbal and written communication skills

Strong interpersonal, donor relation and collaborative skills

Strong organizational, project and time management skills; and able to manage multiple priorities and work accurately to meet deadlines. Handle variation in workload and subject matter.

Work well independently and as a team member

Display high degree of judgement, discretion and confidentiality.

Bilingualism (an asset)

Please email your application to: [hr@waramps.ca](mailto:hr@waramps.ca)