



Donor Database Administrator Heritage Park Historical Village

Heritage Park has an immediate opportunity in its Fund Development Department for the role of Donor Database Administrator. Under the direction of the Head of Fund Development, you will be responsible for data entry, content, accuracy and integrity of the Raiser's Edge database while strictly adhering to CRA regulations in respect to tax receipting. This position is also responsible for high-quality prospect research on corporations, foundations and individuals to support achieving the fundraising goals of Heritage Park. This is a full-time, year-round position with an excellent benefits and pension plan package.

Duties and Responsibilities:

- Complete ongoing gift entry, receipting, and donor acknowledgement
- Deliver effective operation of the Raiser's Edge database in all its capacities and maintain all associated procedures in accordance with best practices
- Proactively identify and qualify new prospects for cultivation that align with Heritage Park's fundraising priorities and prepare briefing notes and profiles on potential individual, corporate, and foundation donors by synthesizing the information collected
- Perform prospect management for the Fund Development department by utilizing the in-house database to perform queries, create and update data and reports that present information on prospects and donors
- Perform administrative duties such as file management for the Head of Fund Development and assisting the Department staff with administrative requirements for large scale funding events and stewardship requirements

Job Requirements:

- Related post-secondary degree (i.e. Fundraising, Business Administration, Information Technology, etc.)
- Minimum 2-4 years of related work experience in an administrative/fundraising environment and not-for-profit sector, or an equivalent combination
- Outstanding technical skills, including extensive Raiser's Edge and prospect research knowledge (Blackbaud Certification an asset)
- Excellent analytical and organizational skills, with attention to detail and the ability to meet deadlines while adjusting to changing priorities
- Ability to work in a fast paced and results-oriented environment with the aptitude to apply ethical code and strong judgement to handle confidential materials and situations with sensitivity and discretion

Working Conditions and Hours of Work:

- 35 hours per week; occasional early morning, evening, and weekend work required

Make a little history of your own!

Forward your resume and cover letter to: hr@heritagepark.ca. While only successful candidates will be contacted for an interview, we thank all applicants for your interest in Heritage Park.

For more information about the Park, visit www.HeritagePark.ca