



Job Title: FUNDRAISING AND COMMUNICATIONS ADMINISTRATION - VOLUNTEER

Reports To: COORDINATOR, CORPORATE PARTNERSHIP AND PHILANTHROPY

Work location: Ottawa, Ontario

Tree Canada is a not-for-profit charitable organization established to encourage Canadians to plant and care for trees in urban and rural environments. To-date over 80 million trees have been planted by Tree Canada through the support of corporations, government departments, foundations and individuals.

JOB SUMMARY

The Fundraising Administration Volunteer will support the Development team by serving as a bridge between Tree Canada's Program Managers, Communications and Tree Canada's Development team by continuing to reconcile sponsor and donor opportunities and tree numbers in Salesforce; by compiling information for sponsor summary reports and by maintaining sponsorship information in both Giftworks and Salesforce databases.

SPECIFIC RESPONSIBILITIES INCLUDE

- Help to update donor and sponsor information in Tree Canada's databases (Giftworks and Salesforce). Following, logging and updating appropriate sponsor information for social media. (40%)
- Help compile sponsor summary information and reports. (35%)
- Help with leads and inquiries whenever necessary. (12.5%)
- Performing other related duties as required. (12.5%)

EDUCATION & EXPERIENCE

- Post-secondary education in a related field such as environmental studies, fundraising, or a combination of related education and experience.

DECISION MAKING & ACCOUNTABILITY

- Works under general supervision and receives guidance as required.
- Makes decisions and exercises independent judgement within generally established procedures and practices.
- Seeks guidance and consults with others as required.

KNOWLEDGE, SKILLS, & ABILITIES

- Strong computer skills including proficiency with MS Office and database software such as Giftworks and Salesforce.
- Detail oriented and organized, with a strong understanding of the connection between Program delivery, integrity of information and sponsor reporting.
- Ability to work both independently and with a team in a fast-paced environment.
- Respect for the values and differences that all members of a small team bring to an office environment; adaptable to different approaches and flexible to move in new directions.
- Proficiency in English is required.

Term

This position is ideal for a candidate available a minimum of 1 day per week on an ongoing basis.