



Employment Opportunity
Renfrew Victoria Hospital Foundation
Donor Relations Assistant
Permanent, Part Time

The Renfrew Victoria Hospital Foundation (RVHF) is seeking an energetic, self-motivated and result-oriented individual to join our donor-centered team as the Donor Relations Assistant.

As a front-line representative of the Foundation you will ensure that a positive public relations profile is maintained through the professional and efficient handling of all main reception telephone inquiries and in-person visits. You will also process donations, coordinate events and administratively support the Executive Director.

Responsibilities

- Answer the main line of RVHF (donations, inquires, transfers and mailing corrections)
- Greet all guests and walk-ins
- Collect and process donations and issue receipts
- Perform data entry as well as database, mailing and administrative support
- Plan, organize and co-ordinate functions and special events
- Support to Executive Director including calendar management and scheduling
- Other office support including monitoring and ordering supplies
- Builds relationships with internal and external individuals and groups on behalf of the Foundation

Qualifications

- Strong communication skills, written and verbal
- Tact, diplomacy and maturity in dealing with stakeholders, including donors, volunteers, patients, colleagues and general public
- Superior organizational, prioritization and time-management skills
- Expertise in Microsoft Office Word, Excel, PowerPoint
- Reliable, flexible and punctual
- Database experience an asset

Experience

New graduates who show incredible potential will be considered, however preference will be given to candidates who have a solid 2+ years' experience in an administrative or support role. Experience in the charitable sector inspiring philanthropy is preferred but not mandatory.

Qualified applicants are invited to submit their resumes by April 20, 2018, at 12:00 p.m. to hr@renfrewhosp.com or Julia Boudreau, V.P. Corporate Services, RVH, 499 Raglan Street North, Renfrew, Ontario, K7V 1P6. Only candidates selected for interview will be contacted. RVHF is an equal opportunity employer, committed to meeting needs under the Canadian Charter of Rights and Freedom, the Ontario Human Rights Code, and the Accessibility for Ontarians with Disabilities Act. Applicants requiring accommodation should contact Human Resources at (613) 432-4851.