

At The Great Commission Foundation (TGCF), our ministry consists of a team of skilled professionals that possess pastoral, administrative, and accounting skills and use these talents to serve other ministries in an effort to fulfill the Great Commission of Jesus Christ. Our organization works to simplify ministry and mission by providing donor, administrative, accounting, compliance, and donations management expertise for over 500 ministry agents worldwide. The Great Commission Foundation is registered with the Canada Revenue Agency to do charitable work. Our charitable mandates are the advancement of the Christian faith, the relief of poverty, and the advancement of education.

We are currently seeking to fill the following full-time position:

Job Title: Donations Administrator – Full Time
Location: Abbotsford, BC
Reports to: Donations Manager and Director of Finance
Salary: \$21 - \$24 per hour (Salary commensurate with experience)
Position: F/T Permanent

Purpose:

- Support the Donations manager in various capacities.
- Responsible for administrative tasks relating to donations processing, donations entry and database entry to ensure effective and efficient operations.
- This role handles highly confidential material and therefore requires an individual who can deal with this in the utmost professional manner.

Main Responsibilities & Activities:

- Receive and process donations (*by phone, mail, online transactions, etc...*)
- Input data into donor-based software, spreadsheets, or other templates.
- Import and/or export data between different kinds of software.
- Verify accuracy and completeness of data.
- Comply with policies and procedures to ensure accuracy and security.
- Identify, label, and organize electronic storage media.
- Maintain libraries of electronic storage media.
- Make bank deposits, pick up and post mail.

Knowledge, Skills & Abilities:

- Post-Secondary education preferred.
- Blackbaud knowledge or database experience is an asset.
- Problem solving skills are essential.
- Strong Microsoft Office skills are required with superior proficiency in accuracy.
- Ability to manage multiple projects in a fast-paced environment is required.
- Enthusiastic individual with excellent organizational and time management skills.
- High level of accuracy and attention to detail is essential.
- Self-starter capable of working independently with minimal supervision.
- Team player who enjoys learning and contributing to team goals.

Only qualified candidates of interest will be contacted.

Interested individuals should forward a pdf of their resume with cover letter to: hr@thegc.org.