



GCF THE GREAT COMMISSION FOUNDATION

GCF is a team of skilled administrative and accounting personnel providing a framework for ministries and non-profits to operate in good standing with the Canadian Revenue Agency and provides donors convenient ways to give gifts of cash and/or assets to these individuals and organizations. Ministries and projects engage in outreach activities and provide on-site personnel while GCF provides essential administrative and accounting expertise to enable them to do their ministry. It is a team effort working towards a common goal: the advancement of the Christian faith, education, and the relief of poverty. www.gcfcanda.com

GCF is currently seeking to fill the following full-time position:

Job Title: Donations Administrator
Location: British Columbia Office, Abbotsford, BC
Reports to: Donations Manager, President

The following will provide you with basic guidelines as to the duties required of this position.

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
- 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:

- High school diploma or GED required
- Blackbaud knowledge or database experience is an asset
- 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 Alex Campbell: hr@gcfcanda.com