

Coordinator, Gift Administration

The United Way of KFLA is looking for the following **Full-Time Permanent** position to join the staff team in a dynamic, growing environment.

The Coordinator, Gift Administration (CGA) provides the administrative support to ensure an excellent donor experience for all donors, particularly Leaders of the Way, implementing plans so they are appropriately recognized, thanked and stewarded.

Working closely with the CEO, database and campaign teams, this position executes strategies to ensure donors in the community and in workplaces are stewarded. This position supports and tracks reporting processes for corporate and foundation donors.

United Way KFL&A is looking for:

- Certificate / diploma from community college
- Minimum of two years' administrative experience providing excellent customer service internally and externally in a fast-paced office
- Proficiency in French is an asset
- Sound computer skills including spreadsheets, word processing, email / internet, database and / or customer relationship management and / or design software
- Well-developed analytical and reasoning skills (data analysis and evaluation)
- Ability to understand, express and apply concepts and instructions of a general nature as well as somewhat technical / scientific / administrative concepts, methods and procedures
- Ability to work in a flexible office environment
- Must have attention to detail
- A committed team player who is also able to work in a self-directed manner
- Non-traditional hours may occasionally be required due to deadlines or operational issues
- Access to adequate transportation is a benefit

To learn more about the role, please visit www.unitedwaykfla.ca/careers

Please send resume and cover letter as one document in .pdf, .doc. or .docx format to: hrprojects@unitedwaykfla.ca. Please indicate 'Coordinator, Gift Administration' in the subject line.

All applications are due by **Tuesday May 31, 2022 at 4:00 PM** (or until filled).

Salary Range: \$40,231 - \$50,290 (Level 2)

This position works in-person at the United Way office at 417 Bagot Street, Kingston ON

The United Way is committed to employment equity and diversity in the workplace and welcomes applications from people of all backgrounds, reflecting the diversity of Canadian society. Should you require accommodation to participate in the selection process, please contact Marysabel Montilla (mmontilla@unitedwaykfla.ca).