



## ADMINISTRATIVE ASSISTANT JOB POSTING

<b>Status: Full-time Permanent</b>	<b>Reporting to: Senior Development Manager</b>
<b>Date Posted: 16-July-2015</b>	<b>Deadline for Submission: 31-July-2015</b>
<p>If interested please submit resumé, quoting “<i>Administrative Assistant – Ottawa Mission Foundation</i>” in the subject line, to:  <a href="mailto:hr@ottawamission.com">hr@ottawamission.com</a></p>	

JOB TITLE: ADMINISTRATIVE ASSISTANT	
<b>REPORTS TO:</b>	<b>SENIOR DEVELOPMENT MANAGER</b>
<b>DEPARTMENT:</b>	<b>FUNDRAISING</b>
<b>JOB LEVEL:</b>	<b>OPERATIONAL SUPPORT</b>
Core Purpose and Mission Statement	
<p><b>The Core Purpose</b> of the Ottawa Mission is to reflect Jesus’ love in serving the homeless, the hungry, and the lost.</p> <p><b>Our Mission</b> is to provide food, shelter, clothing and skills, and offer healing, faith and hope for building a wholesome life.</p>	
Vision & Values	
<p><b>Our Vision</b> is to become a collaborative leader and innovator in empowering those we serve in transitioning to wholeness.</p> <p><b>Our Values are</b> Acceptance, Respect, Compassion, Integrity and Independence</p>	
Position Purpose	
<p>Reporting to the Senior Development Manager, this role is responsible for providing administrative services to The Ottawa Mission Foundation in its fundraising activities. These services include but are not limited to the administration, maintenance, accuracy and security of the Raiser’s Edge database, the preparation and maintenance of accurate financial records and controls regarding the development accounts and assistance in donor cultivation.</p>	
Major Responsibilities	
<p><b>Administrative Support</b></p> <ul style="list-style-type: none"> <li>• Answers and directs incoming calls</li> <li>• Respond to general request/inquiries from public</li> <li>• Organize and manage meeting calendars, travel arrangements, training etc. for the Management Team</li> <li>• Prepare correspondence, documents and reports for Executive Director or Director’s signature</li> <li>• Identify, develop and coordinate agenda items for meetings</li> <li>• Arrange meetings including reserving meeting spaces, preparing documentation and presentation materials</li> <li>• Take meeting minutes as required</li> </ul>	

## JOB TITLE: ADMINISTRATIVE ASSISTANT

- Record proceedings of meetings, prepare action lists and follow up on issues as required
- Complete registration and book any required travel, accommodation etc. for staff training courses
- Maintain filing systems, records, databases, ensuring security of confidential materials
- Purchase, receive and store the office supplies ensuring that basic supplies are always available
- Coordinate maintenance of office equipment (i.e., photocopier, endorser, etc.)
- Manages the Ottawa Mission Foundation general e-mail box
- Assist with timesheets and leave absence reporting
- Process, prioritize and redirect incoming mail
- Provide administrative support ensuring effective and efficient office operations

### Fundraising Support

- Oversee donor cultivation ensuring thank you calls are made regularly to new donors, top donors, lapsed donors etc
- Sort and open incoming mail, process outgoing mail
- Ensure all donations are processed including counting, recording and balancing of all monies received including post-dated cheques and report any anomalies immediately to the Senior Development Manager
- Respond to donor requests and complaints in a timely manner (within the day)
- Coordinate and track all donor complaints and report to the Senior Development Manager on a regular basis. Ensure that all complaints and requests that require urgent attention from donors are brought to the attention of the Senior Development Manager
- Ensure gift acknowledgement correspondence is sent out within 48 hours of receipt of donation (receipts, pick-up thank you letters, acknowledgement letters, etc)
- Maintain Raisers Edge database, ensuring accuracy and consistency, tracking donations, updating names and addresses, merging duplicate files etc
- Assign duties to temporary staff and volunteers in consultation with the Senior Development Manager

### Public Relations Support

- Conduct tours and presentations for small groups visiting The Ottawa Mission
- Assist with special functions and dinners

## Other Requirements

### Education:

- High School Diploma
- College Diploma in Business Administration, Human Resources Administration or Office Management considered an asset

### Experience:

- 3-5 years of experience in an office setting with progressively increasing responsibilities

### Qualifications:

- Effective communication skills with individuals at all levels of the organization
- Experience writing correspondence as well as drafting and editing reports
- Excellent communication skills, including public speaking (small groups)
- Demonstrated ability to work in a confidential capacity
- Strong customer service focus
- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint, Access)
- Good organizational, time management and prioritizing skills
- Ability to interpret and implement company policies and procedures
- High attention to detail in all areas of work
- Ability of work a flexible schedule (Occasional Evenings and Weekends)
- High level of personal integrity
- Self-starter

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- Bilingualism (French/English) is required
- Experience with Raiser's edge an asset

### **Working Conditions:**

- Primarily Office Setting
- Must work to, sometimes strident, deadlines, manage and respond to competing priorities
- Must work with minimal supervision