



REGIONAL HOSPITAL FOUNDATION

ADMINISTRATIVE & STEWARDSHIP ASSISTANT

The Cape Breton Regional Hospital Foundation is seeking a qualified professional to fill the role of Administrative & Stewardship Assistant.

The Cape Breton Regional Hospital Foundation is an integral part of the health care community in our region, ensuring that critical equipment and services are available to residents of Cape Breton. As a registered charity, every dollar raised is used to strengthen healthcare for Cape Bretoners. Since 1990, the Cape Breton Regional Hospital Foundation has raised more than \$50,000,000.

JOB DESCRIPTION

JOB TITLE: Administrative & Stewardship Assistant

DEPARTMENT: Cape Breton Regional Hospital Foundation

REPORTS TO: Fundraising & Stewardship Manager

The Administrative & Stewardship Assistant contributes to the efficient day-to-day operations of the Foundation office, and supports the work of all Foundation staff. As the front line face of the organization – the Administrative & Stewardship Assistant must be friendly, approachable and helpful to everyone s/he meets.

The position will perform a range of duties including, but not limited to:

- Answering general phone and email inquiries in a professional and courteous manner
- Replying to general information requests
- Receiving, entering and receipting donations
- Track Canada Helps donations
- General organization of the office and filing system
- Obituary tracking
- Manage and update returned mail
- Organizing meeting logistics
- Filing, sorting mail, faxing, and processing office couriers and outgoing mail
- Ordering and maintaining appropriate levels of supplies
- Preparing daily bank deposits
- Complete daily logs
- Adherence to the donor recognition and stewardship guidelines, including prompt gift entry and receipting

- Assisting with events (periodically evenings and weekends) as required
- Assist with meeting scheduling and calendar management for staff
- Manage the Foundation e-mail
- Support office staff on an ongoing, as needed basis
- Other duties as assigned

Requirements & Skills:

- Proficient in office based technology and software
- Strong organizational ability and communication skills
- Demonstrated ability to work in an empowered, team-focused environment
- Ability to work independently but collaboratively
- Ability to multi-task
- A track record of success in providing administrative support
- Ability to greet stakeholders and visitors to the Foundation in a personable, professional manner
- Experience with data entry
- Local travel required

ASSETS:

- Knowledge of Raiser's Edge fundraising software
- Knowledge of research techniques
- Business administrative diploma or certificate

Interested applicants should submit their resume and cover letter no later than **Friday, March 1st at 4:00pm.**

Applications can be submitted to:

By mail: Cape Breton Regional Hospital Foundation
45 Weatherbee Road, Suite 209
Sydney, NS B1M 0A1

Fax: 902-567-7916

Email: richard.mccarthy@nshealth.ca

In person: The Foundation office on the main floor of the Cape Breton Regional Hospital

Only those selected for an interview will be notified.