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Open: January 12, 2018
Deadline: January 26, 2018



London Health Sciences Centre

Foundation, Gift Administrator, Finance
London Health Sciences Foundation

This is why we inspire investment in excellence at London Health Sciences Centre (LHSC). London Health Sciences Foundation (LHSF) has embarked on a fundraising campaign in support of these core beliefs, with the goal of raising close to \$200 million – the largest hospital campaign ever in Southwestern Ontario.

LHSF is raising funds to support an exciting vision that will transform how we treat patients. This vision includes key programs like Cancer Care, Cardiac Care, Mental Health, Orthopaedic Care, Personalized Medicine, Women's Care and Special Strategic Projects.

London Health Sciences Foundation (LHSF) is a Better Business Bureau accredited charity and a member of Imagine Canada. Our goal is to link our community and health care experts together in pursuit of medical excellence at [London Health Sciences Centre \(LHSC\)](#).

Our Mission: To inspire investment in excellence at London Health Sciences Centre

Our Vision: To meet the needs of London Health Sciences Centre by revolutionizing the response of our communities to health care philanthropy

Our Values: Trust - Respect - Focus - Collaboration - Accountability

London Health Sciences Foundation is looking for a **Gift Administrator** who is well-organized, collaborative and detail-oriented that can support the Finance team.

Reporting to the Senior Director, Finance the Gift Administrator is accountable for accurate & detailed gift processing activity from the entry of data to production of tax receipts. The position maintains appropriate gift processes and handling practices according to Finance Policies & Procedures and annual audits and requires a strong degree of customer service.

The Gift Administrator is responsible for gift processing activity from entry of data into the database to production of receipts. The successful candidate will cross train in all streams of gift processing including: Major Giving, Direct Mail, Phone Mail, Online Giving, Memorial Giving, Gift In Kind, Special Events and Community Events.

The Gift Administrator will maintain proper gift processing practices, including daily/monthly balancing, and weekly bank deposits. They will also support the fund raising efforts of LHSF by maintaining professional relationships with donors who call or send written requests.

The Gift Administrator maintains close relationships with all fundraising related areas of the Foundation as well as Hospital Departments for fundraising initiatives. The Administrator completes uploads and downloads for debit, credit, Raiser's Edge systems, refunds and troubleshoot any issues. The successful candidate will handle all customer service inquiries from donors, relating to donations, payment methods and tax receipt inquiries, on a queue system in a timely and courteous manner. The Administrator will also assist in year-end audit with external auditors.

QUALIFICATIONS:

- Successful completion of post-secondary education in a related field with some training in accounting and/or business
- Previous experience in financial accounting including GL and knowledge of accounting processes related to charities
- Demonstrated proficient computer skills including Microsoft Office and the Internet
- Working knowledge of Raiser's Edge preferred
- Excellent interpersonal and communication skills and the ability to interact effectively with all levels of staff and the public

- High level of speed and accuracy in data entry
- Demonstrated initiative and ability to work independently and as an effective team member
- Demonstrated thoroughness and attention to detail
- Able to multi task with multiple software applications
- Ability to attend after hours and weekend events as required
- Ability to act as an Ambassador throughout the Community, positively representing the Hospital and the Foundation
- Work as a team player promoting a positive and professional work environment and conduct role with integrity and respect
- Demonstrated knowledge of and commitment to the principles of patient and family centred care
- Demonstrated knowledge of and commitment to patient and staff safety
- Demonstrated ability to attend work on a regular basis

London Health Sciences Centre fosters a culture of patient and staff safety whereby all employees are guided by LHSC's Mission, Vision, Values and Code of Conduct.

We are committed to providing a safe, healthy and inclusive work environment that inspires respect. LHSC encourages applications from persons with disabilities and we are committed to providing accommodations upon request.

As part of the assessment process applicants may be required to complete a written examination or test. Please be advised that a reference check may be conducted as part of the selection process.

Your interest in this opportunity is appreciated. Only those applicants selected for an interview will be contacted.

Please forward your resume and cover letter to nancy.foran@lhsc.on.ca by January 26, 2018.