

## Gift Administrator

### The Opportunity:

The Gift Administrator performs a wide variety of processes and procedures related to philanthropic contributions received and processed by the Foundation for the benefit of London Health Sciences Foundation. This role would be 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.

**REPORTS TO:** Senior Director of Finance

### IDEAL CANDIDATE PROFILE:

#### Skills / Experience / Qualifications:

- Post-secondary graduate with some training in accounting and/or business.
- Experience in financial accounting, including GL and knowledge of accounting processes related to charities.
- Demonstrated working knowledge of Windows, Word, Excel, Raiser's Edge (preferred), and web savvy.
- 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 multitask with multiple software applications.
- Ability to attend after hours and weekend events as required.

#### Functions / Duties:

- Responsible for gift processing activity from entry of data into the database to production of receipts.
- 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.
- Assist all members of the Gift Processing Team with daily activities.
- Maintain proper gift processing practices, including daily/monthly balancing, and weekly bank deposits
- Support the fund-raising efforts of LHSF by maintaining professional relationships with donors who call or send written requests.
- Maintain close relationships with all fundraising related areas of

the Foundation.

- Maintain close relationships with Hospital Departments for fundraising initiatives.
- Complete uploads and downloads for debit/credit card/Raiser's Edge systems/refunds/ and trouble shoot any issues.
- 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.
- Assist in year-end audit with external auditors.
- Other projects as assigned.

**Other Responsibilities:**

- 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
- Other duties as assigned from time to time to meet the overall goals and objectives of the London Health Sciences Foundation
- Abide by the policies and procedures of the LHSF and LHSC.
- Abide by the *Occupational Health and Safety Act*, and work in a manner that is safe, reporting incidents immediately to direct supervisor.
- Operate within culture and core values of the organization.

To apply for this position please submit a resume and cover letter detailing your experience to Nancy Foran, Executive Assistant, [nancy.foran@lhsc.on.ca](mailto:nancy.foran@lhsc.on.ca)

**DEADLINE TO APPLY: 5:00 pm on Friday July 8, 2022**

**ABOUT LONDON HEALTH SCIENCES FOUNDATION (LHSF)**

As the charitable arm of London Health Sciences Centre (LHSC), we at London Health Sciences Foundation (LHSF) strive to enhance the standard of care for patients at our hospital. With your generosity, we support the development of critical initiatives such as ground-breaking research, state-of-the-art equipment, specialized care with personalized treatment options and the education of our next generation of clinicians.

It is through the hope and kindness of our donors that the health and lives of patients at LHSC are impacted, today and tomorrow. We are committed to honouring your compassion with acts of gratitude, stewarding with respect and reporting with honesty, transparency and accountability.

*On behalf of LHSC, the communities it serves, and the individuals whose lives are impacted by its work, we:*

- **Nurture** kindness and empathy with initiatives that help those in need, today and tomorrow.
- **Champion** gratefulness with legacy choices and commitments that can transform lives.
- **Inspire** optimism with meaningful relationships and creative partnerships.
- **Serve** as trusted stewards committed to responsible, respectful cultivation and engagement of our donor community through accountability, reporting, acts of gratitude and milestone celebrations.

## Our Beliefs

### **You are the difference.**

Your hope creates possibilities. Your compassion generates strength. Your commitment builds resilience. Because you believe, others thrive.

Making a difference for another person is both noble and joy filled. It matters deeply.

### **We honour your kindness and empathy...**

With initiatives to help those in need, today and tomorrow.

### **We fulfill your gratefulness...**

With legacy choices and commitments that can transform lives.

### **We celebrate your optimism...**

With meaningful relationships and creative partnerships that prove there are no boundaries to what can happen next.

But it's you – your heart and spirit – who creates the dignity, the support and the love that enriches the lives of your family, your friends, your neighbours and your community.

### **You choose to care.**

We're here to serve that choice and the powerful difference it will make.