
Foundation Job Posting

Position Title:	Coordinator, Corporate Services
Reports To:	Manager, Corporate Services
Post Date:	August 2, 2019
Closing Date:	Until position is filled
Work location:	Trillium Health Partners Foundation: 89 Queensway W, Mississauga

Are you inspired by the opportunity to be part of a movement to create a new kind of health care in Mississauga, Peel Region and West Toronto? Keep reading to learn more about this exciting opportunity at **Trillium Health Partners Foundation**.

Trillium Health Partners is the largest community-based academic health network in Ontario, serving over 2.4 million people in its catchment area. The hospital encompasses three main sites – Credit Valley Hospital, Mississauga Hospital, and Queensway Health Centre – offering a full range of acute care hospital services, as well as being the designated regional care centre for several programs including paediatrics, cardiac, renal, and cancer care.

Working with donors, **Trillium Health Partners Foundation (THPF)** raises the critical funds needed to address the highest priority needs of Trillium Health Partners. THPF is a team of 35 professionals that strategically drive success as one of the highest performing hospital foundations in the country. Having raised more than \$32 million last year, our organization is positioned for growth, and is in the planning stages of a large-scale comprehensive campaign.

Join our team and help us inspire investment in a new kind of health care for a healthier community!

THE POSITION – OVERVIEW:

This full time position is a valued member of the Corporate Services (CS) team under the Foundation's Organization and Operational Effectiveness group reporting to the Manager, Corporate Services. This position is responsible for the day to day accurate, complete and timely processing of all contributions into the donor database in accordance with the Foundation's policies and procedures that drive the Foundation's financial reporting and decision support services. Furthermore, this position processes and stores official income tax and business receipts in accordance with the policies and guidelines established by the Charities Directorate of the Canada Revenue Agency, and supports regular database maintenance to protect the data's integrity. The Coordinator, CS is also expected to develop and sustain collaborative working practices with a customer service focus with internal and external relationships.

With a high level of enthusiasm, you are eager to participate in an inspiring organization that makes a significant impact within our community. Ready to work hard, contribute, and learn quickly in a fast-paced environment, you must be passionately inspired by our mission **to inspire investment in a new kind of health care**.

SPECIFIC RESPONSIBILITIES:

Gift and Income Tax Receipting Processing:

- Receive, verify, sort, document, code, enter, post and maintain archive of offline and online gifts into the Foundation's donor database with high level of accuracy. This includes but is not limited to:
 - ✓ Ensuring proper coding of campaigns, appeals, gift subtype and funds.
 - ✓ Verifying all pertinent gift information is processed and making necessary record additions and/or edits in the database.
 - ✓ Linking gifts to proposals when needed.
 - ✓ Processing memorial/tribute gifts.
 - ✓ Processing monthly recurring gifts and timely follow up on lapsed donors and any discrepancies.
 - ✓ Processing third party gift entry and ensuring proper documentation is provided (United Way, CanadaHelps, other).
 - ✓ Entering all committed gift batches to our cash control log.
 - ✓ Maintaining archived data of cash receipts, ensuring cheques are deposited electronically, and income tax receipts are processed in accordance with Foundation policies and procedures.
 - ✓ Ensuring accurate and timely preparation of thank you letters and income tax receipts in accordance with organizational and Canada Revenue Agency (CRA) guidelines, policies and procedures.
 - ✓ Ensuring timely issuance of duplicate tax receipts, when needed.
 - ✓ Voiding tax receipts in accordance with Foundation procedure.
 - ✓ Meeting monthly gift entry reporting deadlines.
 - ✓ Supporting annual audit on all cash receipts and income tax matters. Working with the auditors during the audit ensuring that they have the required backup for revenue testing.

Database Maintenance Support:

- Under the direction of the Manager, Corporate Services, maintain the Foundation's donor database by regularly updating constituent information (address and contact information, DNS, attributes, constituent codes, updating return mail information, merging duplicate constituent records).
- Run data check gift queries as needed to ensure entry accuracy.
- Assist in database projects as assigned.

Cash Management Support:

- Prepare and deposit balanced gift batches either electronically (auto-deposit) or at the bank (cash, foreign funds).
- Coordinate, attend and oversee logistics of cash handling during Foundation signature events, and post-event reconciliation, ensure best practices followed. May be required to provide cash management support in select third party events on behalf of the Foundation.
- Coordinate collection of gifts, deposited in donation boxes held across the hospital's sites, on a weekly basis.

Other:

- Provide backup coverage in answering the Foundation's main phone line when needed.
- Provide back coverage during team member's absences.
- Participate in all Foundation meetings; sustain collaborative relations with all internal and external relationships.
- Maintain donor confidentiality in accordance with the Foundation's privacy policy.
- Keep abreast of the Foundation's gift entry policies and procedures and CRA guidelines on this matter.

- Access to a vehicle is considered an asset.
- Willingness to work flexible hours; some after-hours work will be required.

At Trillium Health Partners Foundation, we care passionately about fulfilling the needs of our hospital and our community. To achieve this objective, our team is committed to embodying the values of our team-created “ICARE” philosophy: inspiration, courage, accountability, respect, and excellence. The selected candidate must be eager and able to contribute to advancing this organizational culture.

QUALIFICATIONS:

The ideal candidate for this role will display the following skills:

- Results-oriented with an expressed willingness to accept a flexible work schedule.
- Demonstrated ability to multi-task, organize work, set priorities, meet deadlines and work in a fast pace environment.
- A great sense of ownership, accountability, desire to learn and seek opportunities that enhance operational efficiencies.
- Eager to take on challenges, and problem solve to resolution (‘can do ‘predisposition).
- A demonstrated excellence with numbers – strong analytic ability and very strong attention to detail.
- Flexible and adaptable team player with strong interpersonal skills.
- Excellent customer service approach and ability to work collaboratively in a team environment.
- Excellent written and oral communication skills.
- Possess high level of discretion and confidentiality.

Experience:

- Minimum College degree in related field or equivalent work experience
- 3-5 years’ experience in clerical administrative role, preferably in fundraising environment
- Advanced experience working with Blackbaud products, specifically Raisers Edge, Luminate Online and Financial Edge considered an asset
- Minimum intermediate MS Office skill (Excel, Word)

APPLICATION PROCEDURE:

- Please submit your cover letter and résumé to: donna.mckay@thp.ca
- For further information on Trillium Health Partners Foundation we invite you to visit our website at www.trilliumgiving.ca
- We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted.