

About CancerCare Manitoba Foundation

All funds raised and donated remain in Manitoba. These funds support an internationally-recognized team of health professionals at CancerCare Manitoba who provide outstanding care for patients and their families.

Our mission, in partnership with our donors, is to support CancerCare's strategic priorities. Donor generosity enables the Foundation to maximize the funds provided to CancerCare Manitoba each year and help bridge the gap of initiatives and programs not eligible for government funding or where financial resources aren't available, including prevention, early detection, clinical trials and leading-edge research and treatment. Donor support to CancerCare Manitoba profoundly impacts patient outcomes.

How to Apply

Applications will be accepted until midnight Friday, January 31st, 2025. Please email your resume and cover letter to

Theresa Moore, Manager,
Database & Donor Services
tmoore@cancercare.mb.ca.

Only submissions sent to this email will be accepted.

We thank all applicants for applying to the posted position; however, only those considered will be contacted.

Donor Services and Data Management Assistant

CancerCare Manitoba Foundation is currently seeking a person to join our passionate team and fill a full-time permanent position in the dual role of DONOR SERVICES AND DATA MANAGEMENT ASSISTANT.

CCMF offers a professional work environment and competitive compensation and benefits. The successful applicant will provide friendly, professional, helpful and proactive service to our donors, both in person and over the phone, in addition to fulfilling data entry duties with a high degree of accuracy and speed.

What your responsibilities will be:

- Be aware of current Foundation fundraising activities to respond effectively to inquiries
- Accurately record donations and direct inquiries for both incoming calls and in-person visits
- Batch donations, copy cheques and prepare bank deposits
- Process donor and event participant transactions in a timely manner
- Process acknowledgement cards, tax receipts, and donor letters in a sensitive and timely manner
- Update donor and relationship records
- Respond to requests for tax receipts and donation clarifications

In order to be considered, you'll need:

- Skill and experience dealing with the public in-person, by phone and via email in a professional manner
- Experience in data entry
- Knowledge and/or experience in Raiser's Edge will be an asset
- Strong verbal and written English language skills
- Meticulous attention to detail
- Excellent teamwork skills
- Proficient in Microsoft Office: Excel and Word
- Experience working in a fast-paced environment
- Ability to perform other related duties, not exceeding skill or capabilities, as required
- Availability for shifts during regular business hours between 8:30 a.m. – 4:30 p.m., Monday – Friday