

Administrative Assistant – Signature Events

CancerCare Manitoba Foundation's mission is to support CancerCare Manitoba's strategic priorities. Thanks to the generosity of donors, the Foundation has been able to grant more than \$142 million to CancerCare since 2000. This investment profoundly impacts patient outcomes and bridges the gap of initiatives and programs not eligible for government funding or where financial resources are not available.

CancerCare Manitoba is our provincially mandated agency for cancer and blood disorders and the Foundation shares its bold vision, "A world free of cancer" and the goal that no life is cut short by cancer.

CancerCare Manitoba Foundation is the only charitable organization exclusively fundraising for CancerCare Manitoba. All funds raised and donated remain in Manitoba.

Interested applicants may email their cover letter and resume by **March 18, 2022** to:

Nicola Starin, Senior Manager,
Events & Development
nstarin@cancercare.mb.ca

All are thanked, however only those selected for an interview will be contacted.

CancerCare Manitoba Foundation is looking for a professional with an abundance of organizational skills and an ability to manage multiple priorities, a person who works well under pressure and takes initiative. Must be able to work alone as well as in a team environment, maintains a high-level attention to detail while working in a fast-paced environment.

Duration: One-year contract. Minimum of 20 hours per week.

Responsibilities:

Assist Manager with all aspects of event administration. Have a full understanding of CancerCare Manitoba Foundation's mandate and policies with respect to fundraising activities, as well as Canada Revenue Agency guidelines with respect to activity and tax receipting.

- Point of contact for event donors or ticket buyers.
- Track donations, ticket sales and auction gifts in Raiser's Edge.
- Database administration to produce accurate event activity reports.
- Coordinate the production of event materials and mailings.
- Collecting donations and coding for tax receipting.
- Coordinate event volunteers.
- Schedule committee meetings and taking meeting notes.
- Be familiar with the projects CancerCare Manitoba Foundation is supporting.
- Troubleshoot when Manager is not available
- Participate fully as a member of the CancerCare Manitoba Foundation Inc.

Qualifications:

- Minimum of 2-3 years administrative experience preferably in the philanthropic sector.
- Knowledge of Microsoft Office software including: Excel, Word and Outlook, PowerPoint and Adobe Acrobat.
- Database management experience (Raiser's Edge or Luminate experience an asset).
- Exceptional organizational skills and ability to meet deadlines.
- Strong verbal and written communication skills.