

## 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.

CancerCare Manitoba is our provincially mandated agency for cancer and blood disorders. We share its bold vision, "A world free of cancer" and the goal that no life is cut short by cancer – a complex set of more than 200 diseases.

### How to Apply

Applications will be accepted until midnight Friday, January 29, 2021.

Please email your resume and cover letter to Theresa Moore, Manager, Donation & Database  
[tmoores@cancercare.mb.ca](mailto:tmoores@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.

## DATA MANAGEMENT ASSISTANT

CancerCare Manitoba Foundation is currently seeking a contract DATA MANAGEMENT ASSISTANT to join our committed, passionate and donor-centric team. This is a contract with a minimum of 20 hrs weekly, with the potential to transition into a fulltime permanent position in the future.

The Data Management Assistant will be responsible for daily and confidential data related management and maintenance of the organization's donor and participant focused database. This is an ideal role for someone who has strong organizational and data entry skills, who loves working for a community-focused non-profit and on a fast-paced team in a professional office environment.

### What your responsibilities will include:

- Process donor and event participant transactions in an accurate and timely manner
- Process acknowledgement cards, tax receipts, and constituent letters in a sensitive and timely manner
- Update constituent and relationship records
- Return inquiries for tax receipts and donation clarification in a timely, polite, and professional manner
- Occasional front reception coverage as required

### In order to be considered, you'll need:

- Working knowledge and experience with a database program. Raiser's Edge would be an asset
- Skills in Microsoft Office Excel and Word
- Strong verbal and written English language skills
- Skill and experience dealing with the public via phone and email in a professional manner
- Proven experience working well in a team environment
- Satisfactory completion of data entry speed test, to be administered upon interview
- Ability to work from home if required
- Available to work Monday to Friday, 8:30 am to 4:30 pm

### Benefits of working at CancerCare Manitoba Foundation:

- Community-focused and caring organization
- Competitive wage