

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, May 7, 2021. Please email your resume and cover letter to Theresa Moore, Manager, Donation & Database 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.

Receptionist/Data Assistant

Casual Contract, minimum 20 hours bi-weekly

CancerCare Manitoba Foundation is currently seeking a person to join our passionate team and fill a casual/contract position in the dual role of RECEPTIONIST AND DATA ASSISTANT. This is a contract position with possibility for annual renewal. CCMF offers a professional work environment and competitive compensation.

20 hours biweekly is the base hours required. Additional hours will be required to support both Reception and the Data Management team during peak periods and vacation coverage.

The successful applicant's goals will be to provide professional, helpful and proactive service to our donors, both in person and over the phone, as well as fulfill the duties of data entry 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
- Return inquiries for tax receipts and donation clarification

In order to be considered, you'll need:

- Flexibility in your schedule
- Strong oral and written English language skills
- Skill and experience dealing with the public in-person, phone and email in a professional manner
- Experience in data entry
- Knowledge and/or experience in Raiser's Edge would be an asset
- Experience in Microsoft Office: Excel and Word
- Excellent teamwork skills
- 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