



Gift Processor

Fixed-Term Contract

About Us

The Edmonton Humane Society (EHS) has been an animal welfare leader in the Edmonton community since 1907. We strive to be a model of excellence in the advancement of animal welfare and to lead the movement in creating a more humane world. EHS is a safe haven for thousands of homeless animals each year, providing veterinary treatment, behavioral rehabilitation, care, enrichment and rehoming. Beyond animal sheltering, we engage with the community through various programs and services to support happy, lifelong bonds between people and pets.

The Role

We are seeking a dedicated and detail-oriented Gift Processor to enhance our donor relationships through precise and timely data entry into our constituent database (Raiser's Edge NXT). This full-time contract position focuses on gift processing, receipting, and reconciliation. Professionalism and confidentiality are crucial, and attention to detail is a must. As a member of the Fund Development Team, you will report directly to the Database Specialist and collaborate closely with the Finance Team and the Manager of Fund Development. This role has strong potential for conversion to a continuing full-time position.

Key Roles & Responsibilities

[Donor Data Entry and Gift Processing]

- Process and enter all donations and lottery purchases (mail, in-shelter, and online) accurately and efficiently into Raiser's Edge NXT.
- Manage daily, online, and monthly giving administration, including data entry, gift processing, tax receipting, and donor follow-up.
- Handle all payment methods, including cash, cheques, credit cards, and electronic transfers, along with online platforms like Online Express, Team Raisers, Benevity, and Canada Helps.
- Update donor contact information and gift details, ensuring accuracy through creating and merging constituent records and proactive outreach for expiring cards.
- Adhere to EHS gift acceptance and receipting policies and CRA regulations.
- Review and approve data entry for other revenue sources, including sponsorships and non-cash gifts (Gifts in Kind).
- Complete additional data entry and reporting as required.

[Financial and Database Reconciliation]

- Conduct regular reconciliation (weekly/monthly/annually) between the Fund Development and Finance teams, ensuring accurate tax receipting and batch totals.
- Review, update, and maintain data records for accuracy and integrity.
- Apply knowledge of generally accepted accounting principles to daily tasks.

[Administrative Support]

- Assist in updating gift processing policies and procedure manuals as needed.
- Provide coverage for the Fund Development main phone line.
- Track bequest information, managing both electronic and hard copy files, data entry, and reporting.
- Offer additional administrative support as required.



Education & Requirements

- High School Diploma, with coursework in fund development, finance, business administration, or information technology.
- Minimum 2 years of data entry experience, preferably using Raiser's Edge in a similar environment.
- Demonstrated understanding of fundraising best practices, policies, processes, and procedures.
- Knowledge of generally accepted accounting principles.
- Proficiency in Microsoft Office programs.
- Previous experience in a non-profit organization is preferred.

Skills & Abilities

An ideal candidate possesses strong accuracy and attention to detail in addition to excellent organizational skills. A lifelong learner with a commitment to personal and professional development will find success in this position by employing a passionate and committed approach to fund development practices.

Compensation & Hours

- **Compensation:** EHS offers a competitive not-for-profit compensation and a strong work-life balance.
- **Hours:** 40 hours a week; however, is expected to work hours as required to fulfill department responsibilities. Some evenings and weekends may be required.

This position runs from November 1, 2024- December 31, 2024 with a strong possibility of extension based on organizational needs

How to Apply

If you are looking for a rewarding career in an exciting fast paced environment, we invite you to forward your resume and salary expectations, in confidence, by email to hr@edmontonhumanesociety.com

The Edmonton Humane Society is an equal opportunity employer and we thank all applicants for submitting their resume. However, only those candidates considered for employment will be contacted.