



A Record of Success: The King's University in Edmonton is a lively, dynamic and nurturing learning environment. King's learning experience is enhanced by the institution's strong commitment to community service and faculty research. King's offers fully accredited three and four-year Bachelor degrees in the arts, humanities, social sciences, natural sciences, and commerce, as well as a two-year Bachelor of Education after-degree. King's currently serves over 700 students of all ages from a variety of backgrounds from across Canada and abroad, representing a wide variety of nations.

Administrative Assistant, Development

Position Summary:

The Administrative Assistant, Development provides administrative support for all development functions and is responsible for the development and maintenance of the constituent and donor database, The Raiser's Edge, as well as all duties associated with gift processing.

Characteristic Duties:

- Maintains department electronic and paper files, scanning and uploading documents, using SharePoint and the Raiser's Edge. Develops naming protocols and data storage policies and procedures.
- Maintains and develops the donor database (The Raiser's Edge), including updating addresses, notes, and relationships.
- Responsible for the processing of gifts into the donor database and transferring gifts and documentation to the Financial Services department in a timely manner.
- Communicates with donors over the phone, in person, through email and postal mail regarding recent gifts, monthly giving, tax receipts, gift acknowledgement and address updates.
- Participates in departmental planning of fundraising initiatives and campaigns, including involvement in planning and implementing constituent events for constituents.
- Supports the organization and implementation of annual and capital fund raising campaigns.
- Manages office supplies and storage, and carries out other administrative/clerical duties as required.
- Provides general administrative support to members of the Development team.

Qualifications:

- Post-secondary education in administration required with course work in fundraising/marketing or related field preferred.
- Minimum 3-5 years administrative experience preferably in promotion and/or fundraising.
- Excellent communication (oral and written), interpersonal, organizational and time management skills.
- Attention to detail with critical thinking and problem solving skills. Project management experience is an asset.

- Proficiency with MS Office Suite, specifically MS Word, MS Excel and MS Outlook. Familiarity with constituent relationship management database or fundraising software, such as The Raiser's Edge, is an asset.
Commitment to Christian post-secondary education is required.

A condition of employment is assent to the University's Christian Statement of Faith found at: <https://www.kingsu.ca/about-us/careers>

Interested parties should forward their resume by January 20, 2017 to: Human Resources
The King's University
9125-50 Street, Edmonton T6B 2H3

E-mail: humanresources@kingsu.ca. Visit our web site at www.kingsu.ca

We appreciate all applicants for considering The King's University as a potential employer, however, only those considered for an interview will be contacted.

In accordance with Canadian immigration regulations, this advertisement is addressed first to Canadian citizens and permanent residents. The university encourages all qualified female and male candidates, including visible minorities, to apply.