



The King's University offers an exceptional liberal arts education from a Christian perspective. Located in Edmonton, Alberta, King's serves students from across Canada and around the world. Join a dedicated team who have a desire and common mission to see students grow in a dynamic and nurturing Christian environment. People who love working and succeed at King's serve God gladly, work collaboratively, think creatively, and embrace diversity.

Development Data and Administration Specialist

Full-time, 18-month temporary position

POSITION SUMMARY

To oversee operations of Development information systems and office administration. These duties include Database Administration: overseeing day-to-day maintenance of the contact relationship management software (currently, The Raiser's Edge); developing and implementing standards and training; provide assistance to the Development Administrative Assistant; and Development Department Administration: organizing regular department meetings, website content administration, direct mail appeals administration, and event planning.

KEY RESPONSIBILITIES

Database Administration

- Manage database administration, reporting, records management, donation forms, data imports/exports for the Development and Community Relations office.
- Perform all donor database administration and supervisory functions including database maintenance, security and account set-up, duplicate record merging and clean-up tasks.
- Develop, implement, and maintain standards and procedures for the use of and interaction with the database to ensure data integrity, ease of use, and accuracy of extracted data.
- Train and provide technical support to all donor database users. Assist development staff in using the program to support the fundraising efforts of the organization. Create and manage automated workflows for Raiser's Edge users.
- Create queries, exports, and reports for direct mail appeals, prospective donor research, and external communications.
- Prepare annual charitable tax receipts, including financial reconciliation, as well as sending electronic and paper receipts, according to donor preferences.
- Assist Development Administrative Assistant – oversee gift entry, gift acknowledgements, event registrations, and monthly donor program.
- Liaise with other departments to collect prospective donor information and assist other departments in relating to constituents. Work with Financial Services for fund reconciliation and audit purposes.

Department Administration

- Organize regular team meetings, creating collaborative agendas and addressing ongoing initiatives on a regular basis
- Oversee website content administration. Review and update development website content regularly. Collaborate with marketing to ensure data and forms are current.
- Manage direct mail appeals administration, including producing content, determine audience, segmentation, and reply device/donation form administration.

- Identify prospective donors from community relations programs, arrange prospect research, assign follow up for high value prospects.
- Mailchimp administration – composing, editing, loading email content into MailChimp
- Document, continually adapt and improve departmental processes, create administrative systems for new projects and priorities.
- As a member of the Development team, assist and participate in Development events and tasks as required.

QUALIFICATIONS

- Bachelor's degree
- Relevant data management or data entry experience. Experience with Raiser's Edge an asset
- Excellent computer skills including a high-level of proficiency in the use of a database, Microsoft Excel and other MS Office applications. A thorough understanding of import, export and validation processes is essential
- Excellent time management skills with the ability to meet program goals and deadlines.
- Excellent written/verbal communication and interpersonal skills
- High level of analytical, mathematical, and problem-solving skills. Must be able to exercise decisiveness and good judgment.
- Ability to understand and translate marketing and communication goals to database setup and systems development.
- Excellent organizational skills including the ability to identify priorities, work independently, meet deadlines, and use logic and analysis to solve computer software problems.
- Ability to provide leadership and training in the use of the Raiser's Edge database
- Ability to maintain confidentiality is critical.
- Familiarity with Christian post-secondary education, current fundraising practices and accounting principles.
- Professing Christian able to sign our Statement of Faith

A condition of employment is assent to the University's Christian Statement of Faith found at:

<https://www.kingsu.ca/about-us/careers>

The King's University follows a standardized salary grid. The salary range for the position is \$55,500 - \$70,613/yr dependent on qualifications and experience. A comprehensive benefit package, pension, and generous vacation and time off are provided.

Position will remain open until a suitable candidate is found.

Apply by submitting a resume and cover letter through our online portal at [kingsu.ca/about-us/careers](https://www.kingsu.ca/about-us/careers).

Human Resources

The King's University

9125-50 Street, Edmonton, Alberta

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.

The King's University respects, appreciates and encourages diversity. We welcome applications from all qualified individuals including members of visible minorities, Indigenous, First Nations, Metis, and Inuit peoples and persons with disabilities. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.