



Title: Associate Finance & Gift Administration

Term: Full-Time Permanent Position

Annual Salary: \$58,000 - \$63,000

Organization: University Hospitals Kingston Foundation (UHKF)

Location: Kingston, Ontario

Workplace Type: On-site Office

ABOUT UHKF:

UHKF is the charitable organization focused on raising awareness and philanthropic support for equipment, modernized infrastructure, and health-care innovations for Kingston Health Sciences Centre, the largest acute care academic health sciences centre in Southeastern Ontario, and Providence Care, southeastern Ontario's leading provider of specialized care in aging, mental health, and rehabilitation. With a bold strategic plan and mission to inspire, UHKF plays an integral role in raising the funds necessary to ensure our health-care partners can deliver innovative developments in health care for the next century.

POSITION SUMMARY

The Associate Finance & Gift Administration is a critical role within the Finance and Administration Team. This position reports to the Manager of Financial Services and is responsible for the completion of full cycle gift processing for high volume low dollar donation. This position requires someone who can manage a large volume of donations, who is highly process and detail oriented with a deep sense of integrity and a critical degree of accuracy. This position also requires an individual who is proficient in customer relationship management (CRM) database administration to ensure data integrity and accurate analysis.

KEY RESPONSIBILITIES INCLUDE:

- Complete timely and accurate gift processing including but not limited to cash/cheque/credit card donations from online as well as direct mail, third party events, and employee donation.
- Manage and process recurring donations.
- Create, import and commit batches adding donation information to donor records, ensuring accurate allocation to funds, campaigns, appeals, and gift officers.
- Create new records in CRM, focusing on data hygiene ensuring no duplicate records are created.
- Acknowledge and receipt all gifts as appropriate and in accordance with UHKF's policies and procedures and Canada Revenue Agency (CRA) guidelines.
- Use mail merges for acknowledgement letters, cards, and receipts.
- Monitor and maintain accurate donor records in the Foundation's CRM system, Raiser's Edge NXT.
- Build and run queries in CRM system to perform month end reports and reconciliation.
- Responsible for banking, including depositing funds and transacting credit cards, as well as reconciliation of batches to control reports, troubleshooting and resolving variances.
- Identify opportunities for process improvements and work to implement changes, including staying current with updates to CRM for efficient use of system.
- Liaise with a variety of stakeholders both internal and external to the Foundation.
- Responsible for ordering office supplies.

NOTE - The above duties are representative but not all-inclusive.



BASIC QUALIFICATIONS:

- A college diploma in Business Administration with a focus in accounting or a combination of education and work experience would also be considered.
- Extensive knowledge of CRM systems, preferably Raiser's Edge
- General knowledge of fundraising practices, procedures and CRA guidelines
- General knowledge of accounting processes
- Demonstrated ability to think critically, analyze information and provide recommendations
- Demonstrated ability to prioritize work, manage deliverables and handle multiple tasks simultaneously in a fast-paced environment with shifting timelines and expectations.
- Excellent problem-solving ability with attention to detail and accuracy
- Self-starter with the ability to work independently and as a team player
- Excellent interpersonal and communication skills
- Ability to build relationships and work with departments cross-functionally to support organizational goals
- Strong technical skills in Microsoft Office suite, with an emphasis on intermediate level excel and word
- Professional presence, with a positive and accountable attitude
- Satisfactory Criminal Records and Vulnerable Sector checks
- Proof of required vaccinations

This position offers a competitive benefits package and pension program. UHKF also offers work life balance in an inspirational and supportive environment and is recognized as one of Canadian Nonprofit's employer of Choice™ (NEOC). UHKF's commitment to equity is grounded in an institution-wide commitment to fostering a diverse, inclusive, and accessible work environment. People from all backgrounds are encouraged to apply. Please inform the Foundation if you require accommodations during the recruitment process.

Please submit a cover letter and resume to admin@uhkf.ca and indicate the position title in reference line.

Deadline for submission is **March 21, 2025**

All applicants are thanked for their interest in UHKF, but only those selected for an interview will be contacted.