

Employment Opportunity Fund Development Administrative Assistant

Organization Overview:

YWCA Edmonton is a powerful voice for equity and has been leading social change and progress for women, families and gender-diverse individuals in the capital region since 1907. Part of an international movement, YWCA Edmonton is a trusted provider of services, programs and advocacy work that transforms lives and helps build a stronger, healthier, and equitable community for all. We provide education and services to thousands every year through leadership programs, counselling, outdoor education, healing retreats and supporting people with disabilities.

Job Summary:

The Fund Development Administrative Assistant will support the fundraising efforts of YWCA Edmonton by providing efficient and effective administrative support to the External Relations team. The role is responsible for maintaining accurate donor records in Raiser's Edge and ensuring all gifts are processed and receipted in a timely manner. The position also involves assisting with donor acknowledgement, preparing reports, managing pledges and billings, and supporting fundraising campaigns and events as needed.

Employment Type:

Part-time (20 hours/week), hours typically between Monday – Friday. Some additional after hours or weekend work may be required.

Job Responsibilities:

- Enter, track, update and maintain donor information in Raiser's Edge.
- Manage pledges, billings, processing and receipting of gifts.
- Provide monthly reporting on donor/fundraising information.
- Create reports and queries to support fundraising goals.
- Assist in providing timely acknowledgement/recognition of donors and contributions through mail, email, and phone.
- Assist in production and distribution of mailings, reports and annual donor gift summaries.
- Assist with execution of annual fundraising campaigns, major gifts, and event planning as needed.
- Perform other assigned administrative support duties as required to support the External Relations department.

Qualifications:

- Experience in a fundraising administrative support role is an asset.
- Proficient in Microsoft Office and Raiser's Edge.
- Strong data management skills.
- Excellent written and verbal communication skills.
- Detail-oriented with strong organizational skills and the ability to prioritize tasks.
- Ability to work independently and as part of a team.
- Knowledge of fundraising practices and donor stewardship principles.
- Experience working in a non-profit organization is an asset.

Equal Opportunity Commitment:

For over a century, YWCA Edmonton has been dedicated to creating a community in which everyone has an equal opportunity to achieve their full potential. We know that creating an equitable world requires diversity of thought and equity for all. We stay true to our mission by welcoming the unique contributions that each individual can make, and our hiring practices welcome all candidates. YWCA Edmonton is committed to maintaining a workplace environment that demonstrates a culture built on the fundamental principles of inclusion, diversity, equity, accessibility, and safety.

Acknowledgment:

YWCA Edmonton acknowledges that we are on the traditional land of Treaty 6 Territory and the Metis Homeland of Region 4. The footsteps of diverse Indigenous peoples have marked this territory from time immemorial — First Nations, Metis, Inuit, and now settlers from around the world. We are all treaty members, with recognition and respect for Indigenous Peoples and the traditional territories on which we live, work, and play. We call upon our collective honored traditions and spirits to share responsibility for stewardship of this beautiful land and our community.

Compensation:

We offer a competitive compensation package for the job that includes a salary commensurate with experience and education, full benefits package with RRSP employer matching contributions, and paid time off and holidays. Our hybrid work arrangement provides flexibility to work both in-office and remotely, ensuring work-life balance and personal pursuits. We value our employees and aim to provide a work environment that promotes growth, development, and well-being.

How to Apply:

Please submit your cover letter and resume to careers@ywcaedm.org.

Only qualified applicants will be contacted for a prescreening interview. Please do not call with inquiries. All inquiries can be directly emailed to careers@ywcaedm.org

This posting will remain open until a suitable candidate is found.