



Church of the Redeemer is a diverse, progressive, and inclusive Christian community located at the corner of Avenue Road and Bloor Street West in Toronto.

We seek a part-time (14 hours per week) **Donations and Administrative Coordinator** to support the Director, Parish Operations in church donations/donor management, rentals, and administration.

## **DUTIES AND RESPONSIBILITIES**

### **Administration**

- Answer enquiries at the door, direct mail, and manage the main church email account
- Answer the main phone line, redirect/transfer calls as needed, take messages when required, and ensure they are forwarded to the correct person
- Manage office supply inventory and place orders for business supplies as needed
- Reconcile the order content received to the bill/invoice prior to payment
- Request printer toner and manage the printer copier usages
- Purchase stamps and order envelopes for Church mailings
- Ensure the print room is tidy and organized and supplies are stored
- Revise current forms and templates to create online/fillable forms
- Order business cards as necessary
- Order Palms leaves for Palm Sunday
- Provide administrative support to the Director, Parish Operations, Executive Committee, Board of Management, and Advisory Board as needed.
- Assist with typing, photocopying, and other administrative needs such as booking appointments, filing, mail merge letters, mailings, etc.
- Provide back-up support for other administrative staff in their absence

### **Rentals**

- Conduct intake communications with renters of the Church, review agreements and room availability and collaborate with the Caretaking Team and the Director, Parish Operations for booking
- Maintain accurate rental agreement records (hard- and soft-copy)

### **Petty Cash**

- Maintain the Petty Cash documentation and float

### **Donations/Donor Management**

- Order offertory envelopes
- Work with Collection volunteers to ensure that collection/offering is deposited and recorded in Servant Keeper application
- Maintain the Church's CanadaHelps page to update the information or revise donation categories
- Participate on the Stewardship Committee as needed
- Collaborate with the Stewardship Committee on special mailings, letters, emails, fundraising drives, or activities
- Manage day to day incoming donations which includes but is not limited to processing e-Transfers, cash/cheque donations, CanadaHelps, Square, Tithe.ly, Pre-Authorized Remittances (PAR), and others
- Develop positive and collaborative working relationships with committee members, staff, and parishioners
- Within Servant Keeper application, post donations and validate the data, update member/donor contact details
- Regularly reconcile processed donations with the Bookkeeper and the bank statements
- In a timely manner, prepare, generate, and analyze regular and ad hoc donation reports to support fundraising activities
- Process PAR add/change/delete requests
- Prepare ad hoc and year-end tax receipts for donors
- Update Newcomer Information Forms and make them available via the Welcome Centre in the Church
- Update Servant Keeper with the Newcomer Information Form content and follow-up with clergy and other ministry leads on areas that newcomers express interest
- Follow-up with newcomers to ensure they receive the information and documentation needed with respect to envelopes, PAR, programs, etc.

- Become a subject matter expert on the Servant Keeper application to understand its capabilities and enhance utilization
- Develop training documentation for members of the Stewardship Committee and provide training as needed
- Perform other duties as assigned

#### **Flowers**

- Coordinate the purchase of the flowers for the sanctuary.

#### **Welcoming Centre**

- Working with the Welcoming Team at Redeemer, ensure that documents are available on the table for pick-up by attenders at the Church
- Update the TV screen content

#### **Church Bulletin Boards**

- Maintain the appropriate documents and information on the church bulletin boards

#### **EDUCATION, SKILLS AND ABILITIES**

- Post-secondary education in Office Administration, Finance, Fundraising or Community Engagement is preferred
- Minimum of 2 years of Finance/Administration experience
- Experience handling cash, cheques, online payments, and reporting
- Intermediate Microsoft Excel skills that include the ability to generate Lookup tables, PivotTables and synthesize data into a meaningful narrative
- Ability to work well with vulnerable populations; relevant experience would be an asset \*
- Ability to maintain confidentiality
- Excellent interpersonal, written, and oral communication skills
- Excellent time management skills and ability to prioritize work
- Strong organizational skills
- Strong attention to detail
- Demonstrated ability to work collaboratively
- Prior experience working at a church, within a fundraising or non-profit organization is an asset
- Experience utilizing Servant Keeper\*\* or similar application for donations and contact management information is an asset

\* The Common Table provides vital support to those who struggle in our neighbourhood by offering meals, a drop-in location, counseling, and outreach services within an atmosphere of community and belonging.

\*\* Training will be provided, if necessary.

#### **POSITION ASSESSMENT**

A criminal record and background check will be required as a condition of hiring and on an ongoing basis.

#### **WORKING CONDITIONS**

This position is part-time, and a regular 14-hours per week. Located at the Church, in the lower level, this position involves computer work sitting at a desk. Additional hours will be required at the end and beginning of each calendar year. Additional hours may be required for occasional evening Committee meetings.

#### **HOW TO APPLY**

Interested candidates should submit a cover letter and resume to [Human Resources](#) by **Friday, August 6, 2021**.

We thank everyone for their interest in this position, however, only those candidates invited to interview with us will be contacted.

If contacted for an interview, please advise if you require an accommodation.