# SECTION 1 IDENTIFYING INFORMATION

Position Title: Supervisor's Title: Admin & Database Coordinator Database Officer

## **SECTION 2 POSITION SUMMARY**

Under the general direction of the Database Officer, the Admin & Database Coordinator will have the primary role of data entry of volunteer, donor, and gift information in the Raiser's Edge (RE) and Luminate Online (LO) databases.

This role will also be the support position for the front reception, directing calls, accepting donations, and greeting and directing in-person guests.

The Admin & Database Coordinator will act in accordance with the Alzheimer Society of Manitoba's Mission and Ends statements.

The Alzheimer Society of Manitoba exists so that all Manitobans affected by dementia receive the help they need today and have hope for the future.

- 1. People living with dementia and their care partners have a voice.
- 2. People with dementia feel safe, accepted, respected, and supported to experience their highest quality of life throughout their entire journey.
- 3. Care partners have meaningful support when they need it.
- 4. Manitobans actively engage with people living with dementia and welcome them into all aspects of community life.
- 5. Manitobans understand and engage in brain health strategies to reduce their risk of dementia.

# SECTION 3 DUTIES AND RESPONSIBILITIES

#### **Data Entry**

- Process gifts and balance donations, sponsorships, and registration fees in the Raiser's
   Edge database to support Finance and Development teams.
- Process donor tax receipts and letters following the CRA standards.
- Monitor and manage email contact information and subscription requests.
- Manage database entry for events in the Luminate Online database.
- Use of excel for importing and exporting of data.
- Work in collaboration with the Database Officer to identify system improvements and opportunities and ongoing maintenance in the Raiser's Edge database to promote data integrity.
- Troubleshoot data entry issues.

• Conduct record creation and maintenance of RE, including updating addresses to Canada Post standards, relationship information, and eliminating duplicate records.

# **Additional Duties**

- General reception coverage for breaks, vacations and other leaves.
- Follow Alzheimer Society of Manitoba policies related to the Finance and Administration department.
- Other duties as assigned by the Database Officer.

# SECTION 4 POSITION REQUIREMENTS

- High School graduate
- Some post-secondary preferred or equivalent work experience
- Proficiency in computer software including Word and Excel
- Detail-oriented
- Organized, able to work independently and ability to multi-task.
- Comfortable and professional phone manner.
- Knowledge of Raiser's Edge, Luminate Online, or other database software an asset.
- In the absence of database experience, an aptitude to learn it.

## Other information:

• This role is based in our Winnipeg office with standard working hours of Monday to Friday 8:30-4:30.

## To Apply:

Please submit a cover letter and resume to:

# Tiffany Harder Database Officer

tharder@alzheimer.mb.ca with Database Coordinator in the subject line.

# This competition will remain open until the position is filled.

The Alzheimer Society encourages candidates with a range of backgrounds and experiences to apply. Reasonable accommodations will be made for those living with disabilities.

We thank all those who apply. Only those selected for further consideration will be contacted.