



JOB POSTING

COMMUNITY RELATIONS AND RESOURCE DEVELOPMENT

Donor Relations Telecommunication Assistant

4-Month Contract Position

\$15.85 - \$16.98 per hour

KEY RESPONSIBILITIES:

1. Utilizing a provided script, telephone lapsed and inactive donors thanking them for past support and recording the lapsed/inactive donor response.
2. Utilizing a provided script, call first time donors and thank them.
3. Utilizing a provided script, call holiday donors and thank them.
4. Utilizing a provided script, call current donors and thank them.
5. Utilizing a provided script, invite frequent donors to be part of our monthly donor program.
6. Enter Action Reports into Raiser's Edge Database.
7. Assist with Departmental special projects as needed.
8. Work safely, identify any health and safety concerns and report to management, and follow Mission Services workplace health and safety policies and procedures at all times.

QUALIFICATIONS:

1. Organized, with excellent communication skills, both written and oral.
2. Telecommunication experience an asset.
3. Confident in working in Microsoft Office (Excel, Word, and Outlook).
4. Familiarity with Raiser's Edge an asset.
5. Ability to enter data with accuracy and timeliness.
6. Excellent ability to work both alone and within a team setting.
7. Committed to uphold the organization's mission, values and standards.

Only those selected for an interview will be contacted, no phone calls please.

Please submit a résumé with cover letter by Sept 8, 2017 to:

Donor Relations Department

Mission Services of Hamilton, Inc.

e-mail to lteeninga@mission-services.com

Mission Services is an equal opportunity employer

In accordance with the Accessibility for Ontarians with Disabilities Act; Mission Services is committed to accommodating individual needs of applicants with disabilities throughout the recruitment process. Please call Human Resources at

905-528-5100 Ext. 3115 or email at ecowan@mission-services.com, if you require an accommodation to ensure your equal participation during the recruitment and selection process.