

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: DEVT 2 – Annual Giving Assistant (CUPE)

DEPARTMENT NAME: Development

CONTACT NAME: Emily Wachtman, Annual Giving Coordinator

JOB DESCRIPTION:

The Annual Giving team is looking to add a highly organized, self-motivated individual to our team!

Join our fast-paced, fun, and collaborative office environment, and learn about the fundraising profession while supporting a variety of important UVic initiatives. The Annual Giving Assistant reports directly to the Annual Giving Coordinator and will assist with administrative tasks associated with raising funds to support students and programs across the university.

Tasks will include:

- Assisting with routine correspondence, especially regarding donor inquiries and requests for information.
- Assisting with donor thank you letters, post cards, and phone calls.
- Assisting with fundraising appeals: editing mailing lists, proof reading, mail merges, printing, and envelope stuffing.
- Communicating with donors regarding their monthly donations (via phone, mail, and email).
- Editing online giving forms as required.
- Sending emails via the NetCommunity platform.
- Updating information in the Alumni and Development database (Raiser's Edge), as directed.
- Occasionally researching practices at other universities, e.g. web site content of other Development offices.
- Researching and/or verifying information using our databases and the UVic web site.
- Assisting with Giving Tuesday event preparation.
- Other duties as assigned.

QUALIFICATIONS:

- Positive attitude, with a desire to learn and develop new skills.
- Proficient in MS Excel and MS Word.
- Reliable, organized, and professional.
- Excellent editing and proof-reading skills.
- Detail-oriented.

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: <http://www.uvic.ca/registrar/safa/work-study/index.php>

JOB LOCATION ON-CAMPUS: Alumni House, Ian Stewart Complex, Room 288C
(3964 Gordon Head Rd)

WORK STUDY WAGE: \$18.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: \$3.50/hour (plus 4% vacation pay)

HOURS AVAILABLE: 125

HOW TO APPLY: Please email your cover letter and resume to Emily Wachtman at giving@uvic.ca.