2020/2021 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: DEVT3 – Annual Giving Assistant

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: Development

CONTACT NAME: Erica Youds, Annual Giving Manager

JOB DESCRIPTION:

The Annual Giving Assistant will:
- Assist with routine correspondence in regards to donations or requests for information; the assistant completes letter merges and compiles information packages daily.
- Assist with donor thank you letters.
- Assist with fundraising appeals; editing mailing lists, proof reading, mail merges, printing, sorting and stuffing.
- Edit online giving forms as required.
- Send emails via NetCommunity platform.
- Update information in the Alumni and Development database (Raiser’s Edge) as directed.
- Research and/or verify information using two databases and the UVic web site.
- Support Giving Tuesday initiative and other special projects.

QUALIFICATIONS:

- Proficient in MS Excel and MS Word
- Reliable, organized
- Excellent editing and proof reading skills
- Attention to detail

JOB LOCATION ON-CAMPUS: Alumni House, ISC 286

WORK STUDY WAGE: $15.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: NA

HOURS AVAILABLE: 320

HOW TO APPLY: Email cover letter and resume to givingmgr@uvic.ca

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