JOB TITLE: DEVT4 – Annual Giving Assistant (Development)

DEPARTMENT NAME: Development

CONTACT NAME: Jennifer Sandmaier, 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, 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.
- Occasionally research practices at other universities, e.g. web site content of other Development offices.
- Research and/or verify information using two databases and the UVic web site.

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: $14.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: NA

HOURS AVAILABLE: 205

HOW TO APPLY: Email resume to givingmgr@uvic.ca
Or deliver resume to Alumni House (ISC 286A), attn.: Jennifer Sandmaier

Applicants must be eligible for Work Study Program
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php