



**Catholic Christian**  
**O U T R E A C H**

## **Donations Co-ordinator**

<b>Position Type:</b>	<b>Full Time</b>
<b>Job Region/Location:</b>	CCO Headquarters in Ottawa, ON
<b>Reports to:</b>	<b>Director of Finance</b>
<b>Working Conditions:</b>	Normal Office Conditions
<b>Funding:</b>	Support Team and Partnership Development
<b>Application Deadline:</b>	19 March 2019

### **Position Overview**

Catholic Christian Outreach is a young and dynamic Catholic movement dedicated to fulfilling the Church's mission of evangelization on university campuses. The Finance Department plays a key role in establishing a strong foundation to support the fulfillment of this mission. The Donations Co-ordinator serves to give an excellent administrative experience for our donors who are the backbone of making our mission possible.

### **Main Job Tasks and Responsibilities**

- Co-ordinate management of donor records and donor relations
- Ensure timely and accurate processing of all donations
- Execute issue of tax receipts in compliance with CRA regulation
- Maintain & develop strong internal controls in keeping database clean
- Collaborate with Stewardship & Development in database management
- Perform period end procedures
- Perform account investigations and reconciliations
- Strengthen processes, systems and efficiencies
- Communicate with donors and employees via phone, email, mail or personally

### **Education and Experience**

- Prior work experience in donor management an asset
- Bachelor degree in commerce or related field recommended
- Knowledge of general accounting principles recommended
- Knowledge of CCO an asset, but not required

### **Key Competencies**

- Knowledge of Blackbaud Raiser's Edge an asset
- Proficient in Microsoft Excel and Google Drive
- Proficient in data entry and management
- Organization and prioritization
- Attention to detail and accuracy
- Problem analysis and problem-solving skills
- Initiative and teamwork
- Confidentiality
- Communication skills

**Support Team and Partnership Development (STPD)**

All CCO staff have the unique opportunity and privilege to rely on God's providence. The successful candidate will develop their own team of financial and prayer supporters who contribute directly to the funds for their salary. For more information on STPD, please see our STPD FAQ at <http://careers.cco.ca>.

*We thank all applicants for their interest. However, only qualified applicants will be contacted.*

*For more information on this or other employment opportunities with CCO, please contact our Human Resources Department at [hr@cco.ca](mailto:hr@cco.ca) or (613) 736-1999.*