



Catholic Christian  
O U T R E A C H

## Donor Information Assistant

<b>Position Type:</b>	<b>Full Time</b>
<b>Job Region/Location:</b>	CCO Headquarters in Ottawa, ON
<b>Reports to:</b>	<b>S&amp;D department Project Manager</b>
<b>Responsibility Level:</b>	<b>2 (with career pathing options to 3 &amp; 4)</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

Proclaiming Jesus to donors, staff and students through the instrumental work of Providence, this is the work of the S&D department. We do this through the Intentional Accompaniment of our donors - soliciting gifts and engaging them in our mission.

In close collaboration with the entire S&D team, the Donor Information Assistant is entrusted with caring for the information about our donors - allowing all of us in CCO to Intentionally Accompany our donors effectively, in this key foundation of our mission, Providence.

### Main Job Tasks and Responsibilities

- Raiser's Edge: playing a key role in capturing & effectively using donor information
- Data integrity - execute internal audit tests to ensure we have the correct information for donors, and troubleshoot & fix errors
- Creating Queries & reports, with simple analysis
- Proposing uses of donor data
- Contributing in discussions Proposing how to record Donor Accompaniment information
- Providing information for Department Scoreboards
- Importing information into Raiser's Edge
- Research best practises and ideas to propose areas of growth in Accompaniment and increasing fundraising
- Document new Standard Operating Procedures, as they are developed
- Proposing new patterns/categories of identifying donor pools for touchpoints from CCO

### Education and Experience

- Familiarity with CCO's core ministry: Campus outreach, Intentional Accompaniment, faith studies, missions, etc, an asset
- Experience with CCO Missionary Support raising, an asset
- Experience with CCO Regional fundraising methods, an asset
- Undergraduate degree, in any field, an asset
- Previous experience as a CCO campus or HQ missionary, an asset
- Raiser's Edge specific training and/or experience, an asset - training will be provided.
- Familiarity working with Excel Spreadsheets, an asset

### Key Competencies

- Both Team-oriented and Strong independent achiever

- Ability to execute tasks and simple projects within a timeline
- Detail oriented
- Passionate for the effective Accompaniment of CCO's donors through data-driven touchpoints.

**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>.

*Application Requirements:* Reference/recommendation from direct supervisor

*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.*