



PROVIDENCE

ADMINISTRATIVE ASSISTANT FOR DEVELOPMENT

For nearly a century Providence has been a Christian academic community in the evangelical tradition that teaches people to grow in knowledge and character for leadership and service. Our vision is to become a leading Canadian Christ-centred university that transforms students into leaders of knowledge, character, and faith to serve Christ in a changing world.

POSITION OVERVIEW

Reporting to the Director of Development, the Administrative Assistant for Development will directly contribute to the advancement of Providence's mission by providing general administrative support to the Director of Development for cultivation, solicitation, and stewardship activities with the department. The Administrative Assistant for Development collaborates closely with the Director of Development to execute and advance fund development goals and activities.

SUMMARY OF DUTIES AND RESPONSIBILITIES

- Provides general administrative support to the Director of Development for cultivation, solicitation, and stewardship activities; interacts with various internal and external stakeholders, including major donors, and researches and gathers required information.
- Secures locations for departmental meetings and seminars; attends meetings and prepares minutes for distribution; oversees special projects.
- Composes and prepares various correspondence, materials, financial and administrative reports; receives and responds to donor/constituent inquiries; prepares personal letters of invitation, thanks, explanation, information, and cultivation.
- Completes expense approval forms as invoices are received and tracks expenses in departmental budget spreadsheet.
- Utilizes the Raiser's Edge database to support the comprehensive and confidential database requirements of the Development Department including entry of donations and event payments; timely processing gift acknowledgment letters; primary point of contact for managing changes to donor/constituent records (address changes, etc.); provides assistance as necessary for mail and phone solicitation campaigns.
- Maintain office supply and stationery inventory.
- Provides support and oversight to work performed by student workers as required.
- Supports the distribution of communication using Constant Contact in connection with departmental goals and Development initiatives.
- Supports other departments in the generation of address lists from the database and communication with churches as directed by the Director of Development.
- Assists with the distribution of posters, invitations and other materials to promote Development activities.
- Other duties as assigned.



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COMPETENCIES

- Multi-tasking capabilities.
- Ability to thrive in a fast-paced work environment.
- Analytical Reasoning: Ability to think through problems, assess options and understand processes.
- Attention to Detail: Attentive to detail and thorough in completing work tasks.
- Communication: Well-developed communication skills, oral and written and interpersonal communication.
- Confidentiality: Ability to exercise discretion, confidentiality, integrity, diplomacy, professionalism, and tact.
- Dependability: Reliable, responsible, and dependable, and fulfilling obligations.
- Initiative: A willingness to take on responsibilities and challenges.
- Team focussed: Working cooperatively and effectively to set goals, resolve problems, and make decisions that benefit the organization alongside others.

EDUCATION & QUALIFICATIONS

- Minimum post-secondary education.
- Experience with Raiser's Edge NXT donor database or equivalent an asset.
- Experience in an administrative support role in a non-profit fundraising or charitable giving environment an asset.
- Competency in using Microsoft 365 suite, including Outlook, Teams, Word and Excel.

PERSONAL COMMITMENT

- An enthusiastic personal Christian faith commitment.
- A commitment to Christian higher education.
- Support the Providence mission, vision, and values.
- Affirm the Providence [Statement of Faith](#).
- Agree to abide by the Providence [Covenant of Community Life](#).

WORK ARRANGEMENT

- This is a full-time, permanent position at 37.5 hours per week, Monday - Friday
- This is an in-person, on-site position based on our Otterburne campus

APPLY

Submit a cover letter and resume by email to:

Ron Hogue, Vice President of Advancement

c/o Marlin Reimer, Director of Human Resources. Email: hr@prov.ca

Consideration of applications will continue until the position is filled. All qualified candidates are encouraged to apply; however, Canadian citizens and Permanent Residents will be given priority. Applications from members of underrepresented groups are especially welcome. We thank all applicants for their interest. However, only those selected to proceed in the application process will be contacted.

Further information about Providence may be found at prov.ca.