

Donor Relations Assistant

Hours: 24-32 hours/week
Pay: \$18.50-\$20.00/hour
Closing: once filled



Are you passionate about animals and wildlife? Interested in pursuing a career in the not-for-profit field?

We are seeking enthusiastic, detail-oriented applicants for the position of Donor Relations Assistant to perform essential donor relations duties as part of our Fund Development team. This is an important role that involves processing gifts and providing support and guidance the generous donors that make our work possible.

Established in 1979, Wildlife Rescue Association of BC is a leader in the rehabilitation of wild animals and is committed to educating the public on how to coexist peacefully with wildlife. Located in Burnaby, BC, we are western Canada's busiest wildlife rehabilitation centre, with over 6,000 animal patients admitted each year.

The Wildlife Rescue Association of BC is located on the ancestral and unceded homelands of the hən̓qəmin̓əm̓ and Skwxwú7mesh speaking peoples. We are grateful for the opportunity to be on this beautiful, shared territory.

Responsibilities

- Entering and maintaining data in the Wildlife Rescue CRM
- Issuing tax receipts for donations both via email and mail
- Processing donations to support Wildlife Rescue
- Working with donors to update their information, guide them through the donation process, and provide appropriate documentation and support where needed

Qualifications & Experience

- Basic knowledge of Microsoft Office suite including Word and Excel
- Excellent communication, organization and time management skills
- Ability to prioritize and problem-solve
- Willingness to take initiative and work independently
- Proof of current tetanus and COVID-19 vaccination
- Willingness to obtain criminal record check
- Reliable transportation to Wildlife Rescue (including public transportation)
- Willingness to work on-site (1-2 days per week) during the COVID-19 pandemic and diligently abide by safety protocols

Desirable Assets

- Exceptional writing skills
- Experience with donor relations

- Experience working in a not-for-profit fundraising environment including issuing tax receipts and speaking to CRA regulations and requirements
- Experience with CRMs, in particular Salesforce
- Experience with financial reconciliation and basic bookkeeping

Benefits

- Be part of a small, tight-knit team who shares your passion for wildlife
- Expand your knowledge and skills in not-for-profit fund development and data management
- Gain valuable experience with room for growth
- Employee benefits package

Equity, Diversity, and Inclusion

It is WRA's policy to provide equal opportunity for all qualified employees and applicants for employment without regard to race, colour, religion or creed, gender, age, disability, national origin, language, political belief, criminal record, pregnancy, marital status or sexual orientation. Reasonable accommodation will be made for persons with disabilities.

This policy applies to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

If you need assistance or an accommodation, you may contact us at recruitment@wildliferescue.ca.

To Apply

Submit your cover letter and resume together in a single pdf file using our online form. <https://app.smartsheet.com/b/form/8d5a745b955d41eca5129f281de50f69>

Please be advised that **only short-listed candidates will be contacted** for interviews, but Wildlife Rescue would like to thank all applicants in advance for their interest.