



## Administrative & Donor Database Coordinator

<b>Position:</b>	<b>Administrative &amp; Donor Database Coordinator</b>
<b>Commitment:</b>	<b>Full-Time</b> (with flexible hours)
<b>Location:</b>	<b>Hybrid</b> (with in-office presence and meetings in North Halton area)

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### About Townsend Smith Foundation

The Townsend Smith Foundation is dedicated to supporting high-quality hospice palliative care in our community and is actively working to build a much-needed residential hospice for North Halton. We host several signature fundraising events each year to bring people together, raise vital funds, and strengthen awareness of our mission.

### Position Summary

The Townsend Smith Foundation is seeking a highly organized and tech-savvy **Administrative & Donor Database Coordinator** to support our growing organization. In this full-time hybrid role, the Coordinator will provide comprehensive administrative support to the Executive Director and Board of Directors, including managing calendars, preparing meeting materials, coordinating communications, and ensuring smooth day-to-day operations.

A core responsibility of this position is managing the Foundation's donor database. The Coordinator will oversee accurate data entry, timely gift processing, and the preparation of reports that support fundraising and stewardship activities. This role works closely with, and reports to, the Development Director to ensure smooth coordination across administrative and fundraising functions.

The ideal candidate is detail-oriented, process-focused, and collaborative, with an interest in both organizational administration and database management. This is an excellent opportunity to contribute to a meaningful mission while building versatile skills in nonprofit operations and data systems.

# Key Responsibilities

## Administrative:

- Manage scheduling, correspondence, and general office communications
- Organize meetings and events, prepare agendas, and record minutes
- Support travel planning, expense reporting, and office supply inventory
- Assist with HR-related tasks such as onboarding, record keeping, and staff communications
- Maintain confidential files and ensure adherence to organizational policies
- Other tasks as assigned

## Donor Database Management:

- Input, update, and maintain accurate donor and organizational records in database
- Process donations and prepare acknowledgment and tax receipts
- Generate regular and custom reports for internal and external use
- Monitor data integrity and perform routine audits for accuracy
- Troubleshoot database issues and collaborate on process improvements
- Ensure compliance with data privacy regulations and internal standards

## Qualifications

- Exceptional organizational and time-management abilities
- Strong written and verbal communication skills
- Preference will be given to candidates with DonorPerfect experience; however, applicants with strong technical skills and CRM experience are also encouraged to apply.
- Strong technical aptitude and the ability to learn new software systems quickly.
- Proficiency with Microsoft 365, including Word, Excel, PowerPoint, Outlook & SharePoint
- Demonstrated ability to handle confidential information with discretion.
- Comfortable working independently and within a small, collaborative team
- Nonprofit or healthcare experience is an asset, though not required.
- Valid Drivers license and access to a reliable vehicle.
- Commitment to the mission and values of the Townsend Smith Foundation

## Compensation

- This is a full-time position. Compensation will be commensurate with experience. Salary range \$50,700 – \$58,500 annually.

## How to Apply

Please send a brief cover letter and your resume to **admin@townsend-smith.ca** with the subject line “Administrative & Donor Database Coordinator Application.” Applications will be reviewed on a rolling basis.

*The Townsend Smith Foundation is committed to diversity, equity, and inclusion, and welcomes applications from all qualified individuals.*