



Jewish  
General  
Hospital  
Foundation

## GIFT MANAGEMENT ASSOCIATE (ONE-YEAR CONTRACT, MATERNITY LEAVE REPLACEMENT)

### **ADVANCEMENTS IN HEALTHCARE ARE MADE HERE.**

Since 1969, the Jewish General Hospital Foundation has been a vital source of support for the JGH to enhance its extraordinary patient care, further scientific discovery, and transform healthcare delivery through innovation. We partner with inspired community members to implement a wide variety of fundraising initiatives to achieve these ambitious goals.

We are a vibrant team of professionals and an organization committed to empowering you to take on a pivotal role in this vital ecosystem. Together, we continue to enable awe-inspiring medical breakthroughs and drive the Jewish General Hospital forward—for the betterment of all Quebecers and beyond. Join us!

### **THE OPPORTUNITY**

Reporting to the Manager, Gift Management, the Gift Management Associate is responsible for researching, entering and maintaining data in the information system and auditing the integrity of that data. This includes working directly with the Development team to ensure that donor files are up-to-date and information is entered accurately.

The Gift Management Associate will oversee all major gift accounts and be responsible for entering pledges, daily receipt of gift cheques, credit card payments, stocks and gift-in-kind gifts, running daily proof reports for each gift batch and completing deposit slips for daily entries.

### **DUTIES AND RESPONSIBILITIES**

- Coordinate and prioritize day-to-day gift processing of all gifts. This includes but is not limited to entering pledges, annual and tribute gifts and ensures accurate processing of gifts via payment by credit card, cheque and electronic fund transfer.
- Create all pledges in the database including all instructions regarding payment and recognition. Enter all data in the Raiser's Edge database and keep data accurate and up-to-date.
- Ensure that appropriate receipt and donor acknowledgment is identified and mailed out or sent to the administrative team in a timely manner. This applies to all payments through cheques, shares and wire transfers.
- Generate monthly statements of outstanding pledge balances, validate with canvasser and send to donor.
- Update biographical and demographical data in Raiser's Edge as provided by constituent's information on cheque and/or correspondence.

- Update database, create fund, distribute information.
- Communicate with Finance Department representative to resolve technical problems or adjustments that must be made to ensure accurate processing of gifts.
- Manage the bi-monthly recurring debit card and credit card transactions.
- Assist in answering telephone calls and meticulously takes all the necessary information for the donation from the caller.

## **QUALIFICATIONS AND REQUIREMENTS**

- DEC or degree in a related field
- Experience of at least two years in a similar position
- Knowledge of Raiser's Edge gift management software, an asset
- Knowledge of Microsoft Word and Excel
- Ability to work in both French and English (oral and written)
- Ability to take initiative and embrace challenges
- Strong communication skills and ability to work as part of a team

## **KEY INFORMATION**

- Salary range: \$47,000-58,000
- One-year contract, full-time (35 hours / week)
- Hybrid work environment
- For more information on how the JGH Foundation is making more tomorrows, consult our latest Annual Report.

## **DIVERSITY, EQUITY, INCLUSION AND BELONGING STATEMENT**

The JGH Foundation is a proud equal-opportunity employer and we are committed to creating an inclusive workplace that allows all of our people to reach their full potential. A diverse team with a genuine passion for our cause is the key to our success and we believe in bringing your whole self to work. We welcome all qualified candidates to apply. However, only those applicants selected for an interview will be contacted.

