

Position Description

Position Title: Database Coordinator, Part-time

Department: Finance Team

Reports to: Vice President of Finance

Date Last Modified: July 2021

Position Purpose

This Part-time position (24 hours per week) reports to the Vice President of Finance, and is responsible for oversight of a newly created Partners International donor management database. This includes interacting with current donors, processing gifts, and maintaining the integrity and quality of donor data. The right candidate will have an excellent phone presence, enjoy providing a great experience for current donors, and be able to problem solve issues that inevitably arise for those wanting to make a donation through various channels to Partners International.

Responsibilities:

Gift Processing Management

- Processing donations, including online (email transfers, EFT's, etc.), wire, cash, cheque and credit card donations.
- Data entry in proprietary donor management system (Replacing Raiser's Edge).
- Ensure that all donations are in compliance with current CRA tax regulations.
- Importing new records into new donor management system.
- Manage donor record updates, data clean-up and data integrity.
- Post monthly donations from donor management system to financial accounting system.
- Regular reconciliation of donor management system gifts to bank.
- Regular reconciliation of donor management system gifts to IATS payment gateway.
- Establish new fund records in donor management system with designation numbers linked to financial accounting system.
- Collaborate with Development team and provide donor and report information as required.
- Timely Response to donor calls, emails and follow ups.
- Issuing/re-issuing tax receipts (monthly and annually).
- Maintaining database to ensure completeness and accuracy, avoid duplicity, etc.
- Report generation and related donation analysis and dash-boarding.
- Audit and ensure the integrity of all data by implementing a security structure and regular system checks.
- Digital and physical filing and other duties assigned.

Skills, Experience, Knowledge and Gifting



- A heart for Christian Global Missions and a desire to see our world changed through the person of Jesus Christ.
- Experience working in a not-for-profit and/or data entry /management environment is desirable.
- Advanced experience with Raiser's Edge, Virtuous or other fundraising software an asset.
- Proven interpersonal communication skills and ability to work with diverse people groups, demonstrating diplomacy, respect and sensitivity in dealing with donors of all ages and backgrounds.
- Proven experience with Microsoft Office Suite and/or Google Office Suite an asset.
- High levels of accuracy, productivity and initiative are required.
- Self-directed, but able to work as part of an effective team.
- High attention to details and ability to complete repetitive tasks consistently and effectively.
- Successful criminal reference check required.

To Apply:

Please forward your resume and cover letter to:

Attention: HR: Database Coordinator

By email: jobs@partnersinternational.ca

By mail: Partners International Canada
Human Resources
8500 Torbram Road, Unit 56
Brampton, ON L6T 5C6

*Please take the time to include a cover letter in your application and tell us what appeals to you personally about our culture and mission! Submit resume to **jobs@partnersinternational.ca***

We thank all applicants for your interest in this position; however, only those selected for an interview will be contacted.



Our Culture:

We partner with local leaders in challenging places to build the church and transform communities in the name of Jesus.

Our Statement of Faith can be found here (WEA Statement of Faith):

<https://worlddea.org/en/who-we-are/statement-of-faith/>

We are a Christian mission in the evangelical tradition with a focus on gospel proclamation and integral mission. All of our staff members are encouraged to sign a lifestyle and code of conduct statement, and to be donors of our mission.

Our staff gathers weekly for a one hour “chapel” event during which we pray together, study the Bible and learn about and are inspired about our mission. This event includes interaction with our international partners, donors and the Canadian Church. We live out our faith in Jesus through our work, our relationships and our passion to see our world transformed in the name of Jesus.

Because we are a donor-facing ministry there are professional expectations for all staff regarding dress, language and social media usage.

We are a cross-cultural, global mission that interacts with people of many different backgrounds, languages and cultures. “Cultural Intelligence” is nurtured and expected alongside emotional and intellectual intelligence amongst our staff members.

Our Values:

- **Jesus Changes Lives**
- **We are on Mission with God**
- **Every Person has Dignity and Worth**
- **Partnering is God’s ideal**
- **Bold Leaders Make a Difference**
- **Integrity Matters**
- **We are to Bring Our Best**