

# GIFT PROCESSING & DATA ADMINISTRATOR

**Responsibility Area:** Administration    **Reporting To:** VP Finance & Administration

## Why St. Boniface Hospital Foundation?

This is your chance to make a difference in Manitoba's health care landscape. You'll engage with some of Manitoba's most generous donors and help continue the compassionate, excellent care St. Boniface Hospital is known for. You'll join a group of professional, kind, and reliable colleagues in an innovative, flexible work environment.

## Your Role

- Reporting to the VP Finance & Administration and working closely with the Development and Technology teams, the successful candidate will support all Foundation fundraising activities. Specifically, the Gift Processing & Data Administrator will be responsible for processing all Foundation gifts, the preparation of receipts and acknowledgement letters, balancing deposits, the preparation of daily reports as well as providing support to our Fundraisers. The position will also maintain, import/export, develop and compile queries, reports and dashboards as well as user security and adherence to all database policies within the Blackbaud System. The Gift Processing & Data Administrator will perform other job duties as assigned and provide some additional support including, but not limited to, Lottery Events as well other special events throughout the year.

## What You Will Be Doing

### Training

- Provide training to Foundation staff to ensure they are able to utilize Blackbaud products to efficiently complete their tasks, and follow St. Boniface Hospital Foundation standards;
- Develop procedure, user and technical documentation on Blackbaud product.

### Blackbaud Administration, Analysis and Maintenance

- Oversee and direct the maintenance, training, and operation of Blackbaud's Raiser's Edge, and NXT RE; Maintain donor database integrity and accuracy;
- Responsible for the Raiser's Edge, RELO, Luminate and BBMS security settings to ensure safety of data; Responsible for master records for donor databases, to ensure integrity within the Blackbaud applications;
- Responsible for managing queries, exports, imports and dashboards to maximize end Foundation staff application use and improve quality;
- Stay informed of new and leading applications development from Blackbaud;
- Manage and maintain documentation on policies and procedures for data integrity;
- Monitor compliance with policies and procedures to support ethical and successful fundraising practices.

### Blackbaud, Data Entry

- Set up new donor records in Raisers Edge database according to established standards;
- Process all Foundation gifts including online and monthly recurring gifts;
- Prepare receipts and acknowledgement letters daily; Prepare reports daily;
- Balance deposit and credit card gifts to reports daily; Prepare deposits and take to cashier daily;
- Implement changes made regarding Raisers Edge coding;
- Provide support to the fundraisers when they need assistance with coding;
- Create customized queries, reports, mailing lists for targeted stewardship and fundraising initiatives;
- Archive/delete stale records following established procedures;
- Refine database design to enhance other systems for use and reporting;
- Provide lottery administration as required;
- Other duties as assigned.

## What You Need To Know

- The successful candidate will have a minimum of two to five years of gift processing experience, have a minimum of two years of administering data within a database structure, experience in report writing and maintaining data record management preferably within a fundraising organization that utilizes Blackbaud's Raisers Edge software or similar software. Strong written and oral communication skills, superb organizational skills, a strong working knowledge of data management, Microsoft Word, Access & Advanced Excel. Bilingual – English and French (written and verbal) would be an asset.

St. Boniface Hospital Foundation offers a competitive salary and benefits package. Please send your resume and cover letter, along with salary expectations, to:

**Patti McNeill**  
[pmcneill@stbhf.org](mailto:pmcneill@stbhf.org)

Applications must be received no later than **September 6, 2019**. We appreciate all who apply but only applicants selected for an interview will be contacted.