



Variety Village Job Posting

Title:	Database Coordinator
Department:	Development
Reports to:	Director, Development
Status:	Contract Full-time (with Potential for Permanent Full-Time)
Position Available:	Immediately
Location:	Variety Village, Scarborough, Ontario

Located in Toronto's east end, Variety Village is the flagship project of Variety-the Children's Charity. It is a world-renowned fitness, sport and life skills facility that promotes inclusion, integration, awareness and adapted activities. We are currently seeking a keen, dedicated individual to join Variety's Development Office as Development Coordinator.

Position Summary:

*The Database Coordinator is responsible for ensuring Variety's fundraising database supports the related needs of the Development Office. The Database Coordinator is the key contact for the fundraising database for Variety and supports the Development Office through prospect research. **This is a unique opportunity for a recent graduate (within 5 years) with a diploma or degree in fundraising and/or database management, who is seeking experience in their field of study.***

Major Responsibilities include, but are not limited to:

Database and Donor Services:

- Implementing and managing the ongoing integrity, accuracy and security of Variety Village's fundraising database;
- Assisting in developing and implementing policies, protocols and procedures regarding all aspects of the database;
- Generating reports as requested;
- Tracking donor and sponsor contact information in the database ;
- Processing all donations and sponsorships in the database, entering all data, coding, receipting and acknowledgement letters for all records;
- Managing In Memoriam and In Honor Gift Program, including creating, processing and mailing cards;
- Ensuring that the proper relationships between database records are recorded, including corporate master records and subsidiaries, between individuals such as business and personal relationships, etc.;
- Actively seeking updates to constituent records through donor/sponsor contact, searching online and other methods when addresses are identified as inactive;
- Working closely with others in the department to provide administrative and database support to broad-based annual or planned giving campaigns directed at individuals;

- Liaising with the Finance Office for donations processing, including adding new account information;

Prospect Research:

- Identifying and qualifying new prospects;
- Reviewing active/lapsed donors for upgrade potential;
- Conducting prospective donor research;
- Ensuring that all appropriate correspondence is copied to the files and publicly available donor information is filed;
- Documenting ratings of donors and prospects in database and participating in prospect review sessions;
- Writing confidential research profiles on individual, corporate and foundation donors/prospects for meetings and strategic planning, and preparing background briefing notes for staff and volunteers in preparation for donor/prospect meetings;
- Other related duties as assigned.

Qualifications:

- Graduate from college or university with a degree or diploma
- Seeking a career in fundraising and/or database management
- CFRE designation, or in progress, an asset
- Excellent communication skills, both written and verbal;
- Understanding of CRA regulations regarding charitable tax receipting
- Basic knowledge of fundraising principles
- Excellent working knowledge of fundraising software and/or contact databases (FR100 knowledge an asset)
- Proficiency with Microsoft Office Suite including MS Excel, Word

Key Competencies

- Ability to work with sensitive information with complete confidentiality
- Strong written, communication, analytical and interpersonal skills
- Self-directed with a high level of initiative
- Demonstrated attention to detail and highly organized
- Team player yet able to work independently with minimum supervision

Applicants should be prepared to participate in a multi-stepped interview process.

Please submit a cover letter and resume by Monday, March 5, 2012 to:

Human Resources Office
Variety Village
3701 Danforth Ave.
Scarborough, ON
M1N 2G2
humanresources@varietyvillage.on.ca
Fax: (416) 699-5752

While only those individuals selected for an interview will be contacted, we sincerely thank all applicants in advance.

Variety Village is an Equal Opportunity Employer

Please visit Variety at www.varietyvillage.ca