

## JOB DESCRIPTION

**Job Title:** Donations Administrator  
**Location:** Abbotsford, BC / St. Catharines, ON  
**Reports to:** Manager, Donations  
**Salary Range:** TBD  
**Position:** Full Time, Permanent

### Job Summary:

As a Donations Administrator on the Donations Team, you will support the Donations team in various capacities and be responsible for administrative tasks related to donation processing, donation entry, and database entry to ensure effective and efficient operations. This role involves handling highly confidential information and requires an individual who consistently demonstrates professionalism, discretion, and a strong commitment to confidentiality. Exceptional attention to detail is essential, as accuracy is vital in all aspects of the position.

### Organizational Profile:

The Great Commission Foundation in Canada and Friends of the Great Commission in the US, (“The GC”) is a team of skilled administrative and accounting personnel dedicated to using their talents and expertise to enable people to follow God’s calling to fulfill the Great Commission of Jesus Christ. We support ministries and initiatives by providing the behind-the-scenes administrative, accounting, and compliance services they need to focus fully on their God-given mission.

Registered as a charitable foundation with the Canada Revenue Agency and as a 501(c)(3) with the IRS in the United States, we work exclusively with Christians and Christian ministries engaged in ministry work—whether on the mission field or serving locally.

The GC has operations in Canada and the US that empower over 800 organizations to serve in over 100 countries around the globe. The Foundation works exclusively with Christian ministries and projects in a dynamic cooperative relationship. Ministries and projects engage in outreach activities and provide on-site personnel on the mission field, while The GC provides essential administrative, accounting, and charity compliance expertise. It is a team effort working towards common goals: the advancement of the Christian faith, the furtherance of education, and the relief of poverty.

## KEY RESPONSIBILITIES

- Receive and process donations (*by phone, mail, online transactions, etc...*)
- Input data into donor-based software, spreadsheets, or other templates.
- Import and/or export data between different kinds of software.
- Verify accuracy and completeness of data.
- Comply with policies and procedures to ensure accuracy and security.
- Identify, label, and organize electronic storage media.
- Maintain libraries of electronic storage media.

- Make bank deposits, pick up and post mail.
- Communication with donors and advisors.

## QUALIFICATIONS

- Post-Secondary education preferred.
- Blackbaud knowledge or database experience is an asset.
- Problem solving skills are essential.
- Strong Microsoft Office skills are required with superior proficiency in accuracy.
- Ability to manage multiple projects in a fast-paced environment is required.
- Enthusiastic individual with excellent organizational and time management skills.
- High level of accuracy and attention to detail is essential.
- Self-starter capable of working independently with minimal supervision.
- Team player who enjoys learning and contributing to team goals including communications with donors and advisors.

### **How to Apply:**

Interested candidates are invited to complete the traits assessment below in addition to submitting a PDF of their resume, and cover letter to [hr@thegc.org](mailto:hr@thegc.org). Please include "Donations Administrator" in the subject line.

[Traits Assessment – Donations Administrator](#)