

JOB DESCRIPTION

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

Job Summary:

As an Assistant Manager on the Donations team, you will partner directly with the Donations Manager to co-lead the team and oversee the end-to-end donations lifestyle. You will spearhead advanced administrative functions, optimize data workflows, and supervise day-to-day database integrity to ensure highly efficient operations. Handling highly confidential financial and donor material, this senior role requires an individual who models the utmost professionalism and serves as a pillar of trust within the department.

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

- **Operational Leadership:** Support the Donations Manager including supervising daily team tasks, resolving escalated inquiries, and stepping in as acting lead during their absence.
- **Complex Donation Management:** Oversee and process high-value or complex donations across multiple channels including phone, mail, and sophisticated online transactions.
- **Database Stewardship:** Lead data ingestion, advanced querying, and auditing protocols within donor-based software, spreadsheets, and reporting templates.

- **System Integration:** Manage and optimize data imports, exports, and API syncs between disparate software platforms to eliminate data silos.
- **Quality Assurance:** Develop and carry out verification processes to ensure donor data is accurate, complete, and compliant.
- **Policy Compliance:** Maintain and update data governance policies, security standards, and financial compliance measures.
- **Digital Architecture:** Maintain clear, well-organized labeling, archiving, and structure for electronic storage media and document management systems.
- **Financial Oversight:** Manage bank deposit reconciliations, secure postal logistics, and coordinate with finance teams for month-end closing procedures.

QUALIFICATIONS

- **Education & Experience:** Post-Secondary education required, with 3+ years of experience in non-profit operations or advanced administrative roles.
- **Technical Mastery:** Advanced knowledge of Blackbaud software (Raiser's Edge/NXT) or equivalent enterprise donor databases is highly preferred.
- **Strategic Problem Solving:** Proven ability to diagnose database anomalies, streamline bottlenecks, and implement proactive system solutions.
- **Advanced Technical Skills:** High proficiency in the Microsoft Office Suite, particularly advanced Excel functions and data automation tools.
- **Project & Team Management:** Demonstrated ability to juggle competing projects simultaneously while mentoring junior staff in a fast-paced environment.
- **Organizational Excellence:** Elite time management and organizational capabilities with an uncompromising eye for financial accuracy and detail.
- **Autonomy & Initiative:** Proactive self-starter who excels at working independently, anticipating departmental needs, and making sound operational decisions.
- **Collaborative Leadership:** Strong interpersonal skills with a commitment to building a cohesive, continuous-learning team environment.

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. Please include "Assistant Manager, Donations" in the subject line.

[Traits Assessment – Donations Assistant Manager](#)