

Development and Administration Coordinator

Posted on: Wednesday, July 13, 2022

Closing on: Friday, August 19, 2022

Location: Downtown Toronto

Employment Type: Permanent Full-time

Salary Range: \$50,000 - \$55,000 plus benefits

Website: <https://henrinouwen.org/>

About the Henri Nouwen Society

The Society is a registered charity based in Toronto with additional offices in St. Louis Missouri. Our core purpose is to share Henri Nouwen's spiritual vision so that people can be transformed through experiencing themselves as God's beloved. We achieve this purpose through publishing, promoting, and preserving Nouwen's rare and powerful voice.

Position Purpose

The Development and Administration Coordinator helps advance the core purpose of the Henri Nouwen Society by supporting fundraising, administrative, and communication activities. This role focuses on stewarding donors and subscribers, supporting communications, and ensuring efficient office functioning.

Key Responsibilities

Fund Development Support (45%)

- Update the eTapestry donor database as needed (enter offline donations (received through mail or Canada Helps), issue tax receipts, donor contact information)
- Produce donor reports based on eTapestry queries
- Support the implementation of the annual Fund Development Plan
- Assist in donor prospect research (individuals and foundations)
- Manage the research, application and reporting process for Foundation grants
- Conduct donor stewardship activities (e.g. welcoming new monthly donors)

Administrative and Office Support (40%)

- Liaise with external suppliers (e.g. mailing house, printer)
- Manage and maintain mailing lists for direct mail and the newsletter
- Review and process invoices
- Respond to phone and email queries
- Carry out office support tasks including managing mail, ordering office supplies, and filing
- Update subscriber information in Constant Contact (email marketing tool)

Communications Support (15%)

- Maintain the communications and fund development calendars
- Manage the HNS podcast transcription process
- Support the implementation of the annual Fund Development Plan
- Collaborate on HNS communications activities
- Create and manage feedback surveys using SurveyMonkey
- Promote online events through EventBrite

Qualifications and Experience

- Experience working in the nonprofit sector, including 2+ years in a similar role.
- Experience using a donor database (eTapestry preferred)
- Some knowledge and/or interest in Henri Nouwen and Christian spirituality.
- Demonstrated and well-developed communication skills (written and verbal).
- Highly organized and detail oriented.
- Strong computer skills, including Microsoft Office Suite
- Professional disposition to work well as part of a team in collaboration for the organization.
- Ability to represent the Henri Nouwen Society in a friendly and professional manner.
- Good judgment and independent decision-making skills.
- A proven ability to maintain the highest level of confidentiality.
- Provide outstanding service with high expectations for quality.
- Ability to think and respond quickly to offer solutions to problems.
- Competent to manage multiple projects simultaneously.

Working Conditions

- Location: Downtown Toronto
- This is a full-time permanent position of 35 hours per week. Hybrid option available, with 2 to 3 days in office.
- Occasional overtime required. Must be able to work evenings and weekends as needed.

To Apply

Please submit a resume and cover letter (as one document) to HR@henrinouwen.org by **Friday, August 19, 2022.**