

**Job Posting**  
**Donor Relations Associate**  
**(Full-Time, 35 hours/week)**

Reporting to the Director of Donor Relations the Donor Relations Associate is a valuable stakeholder in forming the community image for Community Care Northumberland and Ed's House Northumberland Hospice Care Centre Foundation. This is a new position assisting the Director of Donor Relations with community engagement, fundraising and the implementation of new fundraising software Razor's Edge.

**Primary Duties and Responsibilities:**

- Provides financial and database management for Community Care Northumberland and Ed's House Northumberland Hospice Care Centre Foundation
- Actively participates with marketing and promotion, special events and community engagement strategy Community Care and Ed's House Northumberland Hospice Care Centre Foundation
- Communicates effectively with donors, stakeholders, and the community
- Promotes the philosophy and goals of Community Care and the Ed's House Foundation both locally and throughout the County
- Commits to meeting the privacy obligations and requirements of CCN and Ed's House
- Actively participates and complies with the Health & Safety Program of the organization.
- Contributes to team effectiveness and agency success
- Commits to professional self-development and personal wellness

**Qualifications:**

- Post Secondary Degree or Certificate in /Fundraising/Marketing/Event Management or related field, or equivalent combination of education and experience
- Knowledge of accounting practices and Razors Edge database management
- High degree of proficiency in Office 365
- Minimum of **three** years experience working in the non-for-profit charitable sector
- Speed and accuracy in completion of tasks, including data entry
- Excellent Communications skills, friendly professional demeanour
- Ability to adapt to change quickly and efficiently
- Ability to work at multiple tasks with multiple interruptions
- Demonstrates good judgment, initiative and organizational ability required.
- Works well both independently and with a team.
- Demonstrates personal traits such as compassion and respect.
- Valid drivers license and access to a reliable vehicle.

Qualified applicants are asked to submit, via e-mail, a detailed resume to:  
[careers@commcare.ca](mailto:careers@commcare.ca) by **August 5, 2022**

**Community Care Northumberland** is a non-profit, multi-service, volunteer-based community support organization serving residents of Northumberland County.  
[www.commcare.ca](http://www.commcare.ca)

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), CCN will provide accommodation in all parts of the hiring process as required, upon request from applicants.

“Giving Strength Through Caring”

