



## ***Job Posting: Development Assistant***

Tyndale St-Georges Community Centre is seeking a professional to join its dynamic team to support the Centre's fundraising department.

Reporting to the Director of Fund Development, the Development Assistant works with staff, and external partners to advance the organization in its fundraising responsibilities and objectives.

### **Primary responsibilities:**

- Ensure the accuracy and integrity of the fundraising database
- Manage the gift processing and acknowledgement process (thank you letters, etc.)
- Assist in preparation of bi-annual solicitation mailings
- Assist in written communications to the donors, partners and community
- Assist in data analysis for relevant reports
- Assist in event planning

### **Qualifications:**

- Relevant training and experience; minimum of 2 years in fundraising
- Strong written and oral communication skills in English and French
- Ease with relevant software (MS Office Suite and Donor Perfect, or similar fundraising software)
- Superior organizational skills and attention to detail
- Self-motivated, strong interpersonal skills, the ability to work independently and with a team
- A keen sense of diplomacy and discretion
- Experience working in non-profit community organizations with families from diverse cultures and knowledge of Little Burgundy

### **Job Conditions:**

- Salary commensurate with experience; competitive benefits package
- Part-time work week (18 hours), with rare nights and weekends.

Since 1927, Tyndale St-Georges Community Centre has served the residents of Little Burgundy, supporting them to overcome the systemic barriers of poverty and racism. We look for ways to join them as they advocate for themselves within the local and broader community, and we support their efforts to build their confidence and realize their aspirations and individual potential.

Please forward your letter of interest and CV by email to: [info@tyndalestgeorges.com](mailto:info@tyndalestgeorges.com)

**Submission deadline: June 29, 2018**

*Tyndale St-Georges is an equal opportunity employer and is committed to hiring a workforce inclusive of the diverse population it serves.*

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