A Career Opportunity

At UNICEF, we work tirelessly to ensure children survive, wherever children's lives are at risk. As part of the UN, we are active in more countries and have saved more children's lives than any other humanitarian organization.

By embarking on an ambitious campaign, we will reach every child, even those in the most remote and hard-to-reach places with the essentials that every child and every family needs to survive. Because no child is too far.

Consider joining us as our:

Gift Administration Co-ordinator
(Permanent; Full-time; based in Toronto)

The DEA functions as the first opportunity to make a positive impact upon supporters who call UNICEF. The Gift Administration Co-ordinator is responsible for accurately and efficiently processing all types of gifts and maintaining data quality and integrity within our Database Management systems. This role provides first-tier data importing, cleansing, merging, and general data maintenance for applications. The incumbent will also provide support to staff throughout the organization for gift-related inquiries.

The responsibilities will include (but not limited to):

Gift Processing (80%)

- Processing cheques/cash received through the mail. This involves verifying, importing and/or keying into database, reconciling cheques, exporting files, dealing with returned items.
- Perform timely data imports into Raiser's Edge from various external vendors and online systems.
- Create appropriate donor records, processing payment batches for all credit card and pre-authorized debit payments (both one-time and/or recurring) and exporting files to financial institutions for processing, resolving failed transactions in a timely manner.
- Monitor, identify, record, and report on issues that arise from data imports.
- Seasonal campaign assistance will include Corporate Cards, Survival Gifts and National UNICEF Day (NUD).

- Perform internal "receipt" issuance and coordination according to CRA guidelines.
- Fully cross-trained and perform competently in all gift processing procedures and able to provide back-up as required for other team members.

Management of Data (10%)

- Ensure optimal data quality by monitoring business rule compliance and taking necessary corrective steps.
- Assisting with simple queries/exports, as required.
- Duplicate record management in Raiser's Edge and Engaging Networks.

Database Process Training and Support (10%)

- Ensure personal expertise in the databases (Raiser's Edge, Engaging Networks).
- Organize and implement Raiser's Edge / Engaging Networks training for new and existing staff.
- Maintain training documents by updating with new business processes or changes as required.

The ideal candidate:

- Is a secondary school graduate;
- Has a minimum of one (1) to two (2) years' relevant work experience;
- Has the ability to display a positive attitude, even when under pressure due to tight deadlines;
- Is a strong team player;
- Has strong communication and interpersonal skills;
- Is an exceptional problem-solver;
- Has PC proficiency (MS Office), especially in Excel and Access applications;
- Has experience using Raiser's Edge and Engaging Networks (preferred).

For consideration, please submit your resume and cover letter, with salary expectations, to careers@unicef.ca by **May 16, 2018**. Please attach your cover letter and resume as one document, and reference "**Gift Administration Co-ordinator**" clearly in the subject heading.

UNICEF Canada sincerely thanks all applicants for their expressed interest in this opportunity, however, only those selected for an interview will be contacted.

Consistent with our Child Protection Policy, the successful candidate must receive clearance by a police background check, including a vulnerable sector screen.

UNICEF for every child
CANADA

UNICEF Canada is an inclusive workplace and is committed to championing accessibility, diversity and equal opportunity. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the requirements for the position.