



Database Coordinator (Remote, based anywhere in Canada) Ovarian Cancer Canada

Do you want your next career adventure to be part of a great cause? Do you want to make a difference in the lives of those facing an ovarian cancer diagnosis now and in the future? Are you inspired by and ready to play a key role in transformational change and growth? Ovarian Cancer Canada is looking for a **Permanent, full-time Database Coordinator** to join our team at this exciting time of growth for the organization.

Who we are:

At Ovarian Cancer Canada (OCC) we reject the notion that ovarian cancer can't be eradicated. We are here to demand action, deliver change and transform lives. We stand hand-in-hand with the people experiencing, affected by or at risk of the disease. We will not rest until women can live their lives freely, fully and uninhibited by ovarian cancer.

With our mission to boldly and unapologetically take action against ovarian cancer until the number of deaths from this disease is zero, we are working tirelessly towards a future where ovarian cancer is preventable, treatable and ultimately eradicated.

What OCC can offer you!

- The opportunity to join a team of forward-thinking individuals who seek to challenge the status-quo to make a difference in the lives of those affected by ovarian cancer.
- Committed to continuing to build a diverse and inclusive work environment.
- Opportunity to lead programs to success, try new things and achieve individual professional goals.
- We value work-life balance and maintain a friendly work environment.
- Flexible work schedules based on individual and organizational needs.
- We believe time off is integral to the personal health and wellness of our employees and offer a generous paid time off package including vacation days, personal days, wellness days, thirteen paid Statutory holidays recognized in all provinces, and a paid company-wide closure over the winter holiday break.
- We provide competitive health, medical, dental and vision benefits, and an RRSP matching program after one year of service.
- Employee and Family Assistance Program.



- Monthly cell phone allowance.
- We offer competitive salaries within the non-profit sector.

Position Overview:

Reporting to the Database Manager, the Database Coordinator is responsible for full cycle gift processing. This position is responsible for supporting database integrity in the areas of data entry and gift processing and requires an individual who is highly process and detail oriented, with a critical degree of accuracy. This position works closely with the Finance & Administration team and other departments within their own Marketing, Communication and Development team.

Key Responsibilities:

- Daily processing of all donations (offline and online) according to OCC's standard procedures.
- Prepare and distribute official donation receipts and acknowledgement letters on a weekly basis, in adherence with Canada Revenue Agency rules and regulations.
- Support OCC team members with accurate and timely information to respond to donors' inquiries and requests.
- Update, review, and amend donors' database records, in coordination with information provided through donations, to ensure the highest level of data integrity.
- Assist the Database Manager with regular database hygiene.
- Assist the Finance Department with gift posting and reconciliation between Raiser's Edge and Financial Edge on a regular basis.
- Maintain backup documentation for all donations.
- Process all revenue into Raiser's Edge, including automated procedures and manual entry.
- Support all month-end and year-end finance requirements (including audit support).
- Provide updates and liaise with internal teams to ensure successful and effective stewardship of existing and newly acquired donors.
- Ongoing constituent record management.
- Support campaigns and ensure that system requirements are set up effectively and accurately.
- Support the automation of processes to support internal stakeholders.



- Consult with Database Manager on processes and actively look at creating efficiencies within the day-to-day requirements.

Skills, Competencies and Qualifications

- College diploma in computer science, database administration, information systems or related field, or equivalent skills and experience.
- Minimum 2 years experience working in data entry/gift processing.
- Charitable sector experience, including compliance requirements (CASL, CRA, etc.), considered a strong asset.
- Proven excellence in organization, prioritization, problem-solving, attention to detail and ability to handle high volumes of work with shifting timelines.
- Experience working with BlackBaud systems including The Raiser's Edge (Experience with RENXT and Luminare Online considered an asset).
- Knowledge of accounting process (general ledger and accounts).
- Experience working within the Microsoft environment, including SharePoint Online and Teams.
- Ability to build relationships and work with departments cross-functionally to support organizational goals.
- Strong verbal and written communication skills; bilingualism considered an asset.
- Strong interpersonal skills with a service-oriented approach.
- Ability to work independently and as a team player.
- Ability to maintain strict confidentiality at all times and maintain a professional attitude.
- The successful candidate will be required to comply with a police background check as a contingency of hiring.

Qualified candidates are invited to submit a resume and cover letter to Samantha Smockum, Specialist, People & Culture at: ssmockum@ovariancanada.org by 4pm EST on February 14, 2024.

At OCC, we are committed to supporting inclusion and diversity; we celebrate and are inspired by our differences. OCC is committed to fostering an inclusive, barrier-free, and accessible environment that encourages applications from all qualified candidates. If you require an



accommodation to participate in the recruitment and selection process, please let us know and we will work with you to meet your needs.

We thank all applicants for their interest however, only those selected for an interview will be contacted.