



We're Hiring

Riverview Health Centre Foundation has an amazing opportunity for a caring, highly organized, technologically savvy individual to join our small but mighty team as our **Administrative and Development Assistant**. This is a permanent full-time position, working 35 hours per week.

Who we are, what we do and how we help:

Riverview Health Centre Foundation raises funds in support of Riverview Health Centre, a 387-bed facility located on 25 acres of riverfront parkland on the banks of the Red River in the picturesque Riverview neighborhood. It is home to a variety of programs that meet the health care needs of Manitobans including progressive programming for patients and residents in hospital and personal care home units, as well as outpatient and community programs. Riverview Health Centre provides innovation through education and state-of-the-art research activities, including virtual reality programs and dementia assessment and treatment.

Here's where you come in:

The **Administrative and Development Assistant** plays a crucial role in supporting the Foundation's daily operations, financial administration, donor relations, and governance. Working in a fast-paced environment with a small, collaborative team, this individual will be the first point of contact for the Foundation and will provide administrative, development, and financial support, including assisting with Board of Directors meetings and committee logistics.

Key Responsibilities

Administrative & Board Support

- Provide prompt and professional customer service by responding to all in-person, phone, and email inquiries within a timely manner.
- Maintain a clean, organized reception area and storage spaces including the management and procurement of office supplies for the Foundation (department).
- Provide administrative support to the Executive Director as well as the Board of Directors.
- Schedule meetings and secure spaces for Foundation staff, the Board of Directors, and committees.
- Process office mail, including picking up, sorting, and distributing mail.
- Maintain and organize filing systems and manage physical storage needs.
- Work with the Events and Communications Coordinator to keep an updated Donor Wall.
- Complete general office tasks such as photocopying, faxing, scanning, and printing.
- Prepare agendas, meeting packages, and arrange catering (as needed), and record and distribute minutes for meetings of the Executive Director, Board of Directors, and committees in a timely manner.

Financial & Gift Administration

- Generate timely and accurate acknowledgment letters, tax receipts, and tribute acknowledgments.
- Process and manage all accounts payable and receivable entries.
- Prepare invoice reconciliations.
- Complete bank deposits in a timely and secure manner.
- Process all donations in a timely manner with a high level of accuracy.
- Partner with the Finance Department to coordinate general accounting of gifts, bank deposits, and accounts payable.
- Assist as needed with monthly revenue reconciliation and annual audit requests.

Fundraising & Development Support

- Provide logistical and administrative support for fundraising events and donor engagement activities.
- Assist in the solicitation of prize donations for events.
- Maintain and manage an accurate donor list for recognition purposes and send out related correspondence. Including address updates, duplicate record cleanup, and pledge tracking.
- Create, edit, and maintain accurate constituent records in Raiser's Edge, ensuring compliance with data standards.
- Support donor stewardship activities, responding to donor and volunteer inquiries in a professional and timely manner.
- Assist in scheduling social media posts during event times.

Experience & Qualifications

- 2-3 years of experience in a fast-paced administrative role, preferably in a non-profit or fundraising environment.
- Experience with bookkeeping, accounts payable/receivable, or financial reconciliation is an asset.
- Strong organizational skills and attention to detail with the ability to manage multiple priorities and deadlines.
- Experience supporting governance processes, including minute-taking and preparing board reports/packages.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook); experience with Raiser's Edge or similar fundraising database is an asset.
- Ability to maintain confidentiality, exercise tact, sound judgment, and discretion when handling sensitive donor, financial, and Foundation-related information.
- Ability and willingness to work a flexible schedule when required to meet deadlines or other priorities.
- Willingness and ability to work evenings and weekends for board meetings, committee meetings and fundraising events. Meetings occur on a monthly/semimonthly basis.

What we offer you in return

- Competitive salary \$45000-\$55000
- Comprehensive pension and benefits plan including an employer match
- Paid vacation after the first year starting at 3 weeks
- EAP and other Health and Wellness Benefits



- On-site fitness center, massage therapist and low-cost parking
- Professional development and opportunity for growth
- Serene work environment in a beautiful park-like setting

How to apply

If this sounds like you, please submit your resume, cover letter and salary expectations, in confidence, to Stephanie Bevacqua at sbevacqua@rhc.mb.ca no later than **11:59 p.m. on Sunday, March 16, 2025.**