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food
people
community

Santropol Roulant is hiring!

Part-Time Fundraising Administrator

About Santropol Roulant

Santropol Roulant uses food as a vehicle to break social isolation between generations. Creatively and collaboratively, we strengthen and nourish our local community with our novel approaches to active community engagement, youth leadership, food security and social inclusion.

The Roulant's staff is young and dynamic with job descriptions and responsibilities that sometimes exceed their experience. As such, opportunities to learn and grow are key benefits of working at Santropol Roulant. Our working culture supports staff members in developing the skills required to ensure that our collective impact matches organizational and personal aspirations.

About the Position

The part-time Fundraising Administrator supports the fundraising team in building and sustaining strong relationships with Santropol Roulant's community of donors.

The successful candidate will gain fundraising experience in the context of a community organization with a diverse funding base.

Key Responsibilities

Data Management and Payment Processing

- Use Salesforce, our customer relationship management (CRM) software, to input donations and issue tax receipts;
- Track information pertaining to Santropol Roulant's donors;
- Maintain up-to-date and organized digital and paper files;
- Track and analyze giving patterns using the fundraising database.
- Process payments from monthly donors, meals-on-wheels clients payments, and other seasonal payments

Relationship Management

- Write and send thank you cards to donors
- Correspond with individual donors through email & phone on a regular basis.

The ideal candidate :

- Believes in Santropol Roulant's mission;
- Has a strong willingness to work with customer relationship management (CRM) databases and enjoys troubleshooting and problem solving with databases – experience in this area is a strong asset;
- Has administrative experience;

- Can write a professional email;
- Can work in English and French;
- Has the ability to plan and prioritize workload;
- Is organized and has a keen eye for detail;
- Can take initiative and work independently;
- Enjoys working in a sparkling and dynamic office.

Additional Details

This is a part-time position (12 hours / week) with a forecasted start date of May 18th, 2016. It is a permanent, salaried position with a starting wage of \$12.33 in the first year.

As an organization that works to break social and economic isolation and bring people together across social barriers, Santropol Roulant recognizes that people who experience structural oppression and marginalization have a lot to offer our community. People of colour, those recently arrived from other countries, people with disabilities, women, two-spirited and queer people, trans people, and other candidates who experience marginalization are strongly encouraged to apply and to self-identify in their cover letter.

Our primary office space is step-free and has an accessible washroom, but our second floor and basement are not wheelchair accessible. This position in particular may be well suited to those with reduced mobility. Please contact Stephanie if you have any questions about the accessibility of our work area or your participation in an interview process.

To apply, please send a CV and cover letter detailing your relevant experience and interest in the position to Stephanie Childs at [rh\(at\)santropolroulant.org](mailto:rh(at)santropolroulant.org) or in person at 111 Roy East. The deadline to apply is **Monday, May 9th at 9am**. Only candidates chosen for an interview will be contacted. For more information, contact Stephanie at 514.284.9335, write to [stephanie\(at\)santropolroulant.org](mailto:stephanie(at)santropolroulant.org), visit our website at santropolroulant.org or drop by our office at 111 Roy East.