



Development and Database Assistant

Hours: 0.5 FTE
Wages: To scale
Beginning Date: April 1, 2024
Contact: Please submit your resume to hr@prairie.edu

POSITION MISSION: This position exists to support the mission of Prairie College to “train and mentor Christians through biblically integrated postsecondary education,” to engage students, alumni and potential donors, and to fulfill the Development Department mission “to nurture compelling relationships, inspiring constituents to a meaningful and reciprocal partnership with Prairie College.”

DUTIES AND RESPONSIBILITIES: General responsibilities may include but are not limited to those noted below. The description may be adjusted as we adapt to the growing needs of the Development department and the College.

- Maintain an accurate, up-to-date database of alumni and donors, including addresses, personal info, relationships, and mailing preferences
- Manage Prairie’s gift processing and tax receipting functions including opening mail, counting money, processing credit cards, ensuring donor information and gifts are entered correctly, issuing donation receipts, preparing donor ‘thank you’ letters and managing related mailings
- Create reports from database as required
- Oversee the mailing process for publications, appeals and other bulk mailings
- Assist with tasks and projects the Development department is overseeing
- Provide event support and other duties and responsibilities as necessary
- Actively participate in the Alumni Capital Campaign by calling alumni, donors, and supporters to update them on Prairie College’s progress, and encourage their financial contributions to the Capital Campaign
- Establish and maintain positive and authentic relationships with potential donors to enhance their connection to Prairie and encourage their participation in the Campaign

QUALIFICATIONS:

- Unreserved commitment to Prairie’s mission, doctrinal position, and standards as outlined in the Employee Handbook
- Understanding of and commitment to the local church



- 2 – 3 years of finance and/or donation processing experience or knowledge in database administration preferred
- Demonstrate ability and creativity in problem solving with a strong commitment to providing outstanding customer service
- Detail oriented, able to work in a fast-paced team environment, and proficient in computer skills
- Proficiency with the MS Office Suite and Google Workplace programs
- A self-motivated team player with good attention to detail, completing assigned tasks efficiently with minimal supervision

ACCOUNTABILITY:

- Reports to the Managing Director of Development

In accordance with the standards of the government, preference will be given to qualified applicants who hold Canadian citizenship or are a permanent resident of Canada.

Prairie's goal is to close the search process as soon as a qualified applicant is found. However, applications will be received until the position has been filled by a qualified person.