



Career Opportunity – Coordinator of Administration and Volunteer Engagement

March 30, 2017 - The Canadian Foundation for AIDS Research (CANFAR) is currently recruiting a **Coordinator, Administration and Volunteer Engagement** to join our ten-person team in downtown Toronto. The ideal candidate has 2-5 years of administrative (financial management) experience in a not-for-profit environment, and is proficient in a broad range of skills associated with administrative support and volunteer engagement.

The successful candidate will be creative, energetic and comfortable with the use of Raiser's Edge / Financial Edge as well as other accounting systems. The ideal candidate is an outgoing team player and works well in a fast-paced environment. Occasional support work associated with events is expected and requires evening and or weekend work.

The Canadian Foundation for AIDS Research (CANFAR) is the only national charitable foundation that raises awareness to generate funds for research into all aspects of HIV infection and AIDS. Our team is nimble, dynamic and purpose driven. We are stronger as an organization as a result of the individual contributions of our diverse team members. Accordingly, we welcome applications from qualified individuals who may further contribute to the diversification of our team.

Position Description:

<u>Position:</u>	Coordinator, Administration and Volunteer Engagement
<u>Reporting to:</u>	Manager, Research and Program Integration
<u>Commencement:</u>	May 2017
<u>Salary:</u>	\$30,000 - \$40,000
<u>Location:</u>	200 Wellington Street West, suite 602

Key Responsibilities:

Financial Duties

- Manage financial administration of the foundation
 - Manage accounts payable and process payments on time
 - Manage banking information and accounts (including weekly bank deposits)
 - Prepare finances for monthly reconciliation
- Provide administrative support for the development department at CANFAR
 - Update and maintain donor database, ensuring data accuracy and integrity
 - Adhere to CANFAR's policies and procedures to ensure all gifts are received and handled appropriately
 - Issue tax receipts and donor stewardship letters and in a timely manner



Reception/Administrative Duties

- Serve as the primary staff liaison for the operation of CANFAR's national office in Toronto
 - Answer the telephone and respond to callers as required
 - Manage incoming email inquiries
 - Maintain the front desk and reception area
 - Maintain office equipment, supplies and leases
 - Initiate calls and set up meetings on behalf of CANFAR leadership
 - Make travel arrangements and assist with calendar / diary management

Coordination Duties

- Manage couriers and mail
- Coordinate IT systems (including setup, repairs, updates, security, etc.)
- Maintain effective and organized filing systems
- Manage relationships with suppliers and secure new suppliers as required

Office Volunteer Program

- Provides hands on leadership for Office Volunteer Leadership Program
- Assist with the recruitment, training, and management of office volunteers
- Schedule volunteers, and oversee completion of work
- Steward volunteer relationships

Qualifications:

- College diploma or university degree
- Minimum of two-year experience working in a financial / accounting environment
- Proficiency with Microsoft Office
- An interest in the HIV and AIDS cause
- Experience with the Financial Edge, the Raiser's Edge is an asset

Posting Deadline:

Applications are due by: **April 20, 2017.**

Send your Cover Letter and Resume to: careers@CANFAR.com

Subject Line **Coordinator of Administration and Volunteer Engagement**

We thank all interested applicants; however, only qualified and short listed candidates will be contacted. Please, no telephone calls.