



தமிழ்ச்
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Tamil
Community
Centre

Donor System & Administrative Coordinator

Employment Type: Temporary contract

Contract Length: 8 weeks

Hours of Work: 35 hours/week

Wage: \$18.00/hour

The Donor System Coordinator is responsible for maintaining and optimizing the organization's donor database and ensuring accurate tracking of all donor-related activities. This role supports fundraising and donor stewardship efforts by managing data integrity, processing gifts, generating reports, and providing system support to the development team.

To be eligible to participate in Canada Summer Jobs, candidates must:

- Be between 15 and 30 years of age at the start of employment;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment;
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Key Responsibilities:

- Manage and maintain donor management systems, ensuring data accuracy.
- Track donor interactions maintaining accurate records for donations and pledges, event participation and engagement history.
- Support fundraising campaigns by preparing segmented mailing lists, donor profiles, and email outreach lists.
- Ensure integration between donor systems and other platforms like email marketing tools, accounting software, or CRMs.
- Collaborate with the finance team to reconcile donations and maintain financial accuracy.
- Support with administrative tasks, including maintaining the email inbox and act as point of contact, as needed.

Qualifications:

- Currently pursuing post-secondary education in Business, Nonprofit Management, Information Systems, or a related field (or equivalent experience).
- Demonstrated experience working with donor database systems or CRM and fundraising tools.
- Strong attention to detail and data management skills.
- Proficiency with Microsoft Excel and familiarity with data reporting tools.

Please send your resume to info@tamilcentre.ca