



MARIGOLD

HOSPICE CARE

Job Posting

Interested applicants are asked to submit their resume and cover letter to

Board Chair

hr@marigoldhospicecare.ca

by the posting expiry date.

Job Title:	Fund Raising and Administrative Assistant (3 days/week)
Reports To:	Manager of Philanthropy
Posting Date:	January 9 2026
Posting Expiry Date:	January 30 2026
Position Overview:	Reporting to the Manager of Philanthropy, the Fund Raising and Administrative Assistant will provide fund raising and communications support including data input, database management, production of tax receipts, production of reports, social media updates and general administrative support to fund raising events and initiatives.
Responsibilities:	<p>Specific responsibilities include:</p> <p>Fund Raising:</p> <ul style="list-style-type: none">• Provide support to the Manager of Philanthropy and to fund raising volunteers• Maintain database of donors, volunteers, agencies and other stakeholders by inputting data, preparing reports, and preparing receipts through DonorPerfect• Create and prepare reports related to all fundraising activities (i.e. mailing lists, revenue reports, donor receipts).• Prepare and issue donation receipts in a timely manner• Provide logistical and other support to volunteers and committees for special events and fund raising initiatives <p>Accounting</p> <ul style="list-style-type: none">• Coordinate timely bank deposits for all donations

	<ul style="list-style-type: none"> • Create and maintain monthly spreadsheet along with back up of cheques and cash donations • Reconcile and provide monthly reports to accounting from My Tribute Gifts, Canada Helps, PaySafe and Donor Perfect. • Provide back up of all donations to accounting. • Provide monthly report for all year to date donations <p>Social Media</p> <ul style="list-style-type: none"> • Coordinate social media and community engagement activities • Ensure social media monitoring by responding to posts, encouraging people to follow our pages, and liaising with other organizations. • Ensure consistency and brand identity. • Utilize specialty programs such as Canva <p>General:</p> <ul style="list-style-type: none"> • Provide a wide range of administrative support for the fundraising department including, but not limited to, database management, communication, research and general office functions (telephone, emails, etc.) • Maintain cooperative work relationships and participate in the general operation of the organization. • May be assigned other responsibilities, within reason, as determined by the Manager of Philanthropy and the Board Chair. • Respond to telephone and email inquiries and direct to the appropriate staff or volunteer
Qualifications:	<ul style="list-style-type: none"> • 2 or more years of experience working with a CRM database. (Knowledge of Donor Perfect database is an asset) • Demonstrated experience in extracting data and producing reports from a CRM database. • 2 or more years in an office administrative role, with demonstrated organizational, relationship and computer skills • Effective communication skills, oral and written and excellent time management skills. • Must be thoroughly proficient in Microsoft Word, Excel and PowerPoint. • Experience in managing social media messaging on various platforms (Facebook, Instagram, LinkedIn, YouTube, etc) • Understanding or knowledge of hospice/palliative care issues will be considered a strong asset. • Attention to detail and accuracy. Ability to define and organize tasks • Excellent interpersonal and relationship skills • Experience with running email campaigns on platforms such as Constant Contact • Experience with non-profit or social services organizations would be considered an asset
Compensation	<ul style="list-style-type: none"> • 3 days/week (21 hours) • Ability to work flexible hours, occasional evenings and weekends • This is an in office position located in Clarington, ON

**Additional
Information**

We thank all applicants for their interest, however, only those under consideration for the role will be contacted.

Please submit a cover letter and resume to:
Board Chair
hr@marigoldhospicecare.ca