



A Foundation for the Health of the Highlands

Administrative Associate

The Administrative Associate is responsible for the effective administration of the Haliburton Health Services Foundation (HHHSF) office and is often the first point of contact for donors, potential donors, volunteers and the general public. The Administrative Associate supports HHHSF donor related activities including special events and community activities and enjoys working with a wide range of people. The individual in this role can work independently to ensure all office administration requirements are met and oversees bookkeeping and accurate financial records for the foundation according to all charity regulations. Skilled in donor, financial and communications software programs, the Administrative Associate thrives on keeping the team organized and seizing the opportunities for efficiencies and clarity of process. This individual will manage and support volunteers.

What will be expected of you

- Reception duties including welcoming response to phone, mail and email inquiries
- Address donor and potential donor inquiries in a timely, warm and confidential manner
- Process donations, purchases, and lottery sales onsite and at events including Haliburton Gift Shop purchases with accuracy and efficiency
- Receive, code and file records of expenses and donations, in print and digital as required
- Prepare deposits and oversee banking records through online financial program
- Co-ordinate audit documentation and support the audit process
- Track and file HST as per CRA regulations
- Prepare and provide financial reports for the Board Treasurer and HHHS finance team on a monthly and quarterly basis
- Assist in preparation of board and committee materials including notetaking, meeting room set up and assisting with presentations
- Maintain an inventory of office supplies, fundraising products and gift shop merchandise
- Administrative support to the team including calendar bookings, archive publicity and marketing materials, photos and newspaper clippings, as well as managing digital filing systems
- Undertake donor-centric tasks which could include handwritten letters, memorial tracking, donor recognition tracking, stewardship, and prospect research
- Maintain the database of current and past donors
- Support the Executive Director and Donor Relations Manager in planning and implementation of special events including oversight of financial transactions, ordering, website monitoring
- Assist in the recruitment, scheduling and management of volunteers
- Maintain an organized storage area for art collection and event supplies
- Communicate with HHHS staff and community members regarding ongoing Foundation needs
- Punctual and responsible for maintaining office hours (8:30-4:30 Monday-Friday)

The qualities that will make you stand out

- Three to five years of experience in a similar position in a foundation, healthcare environment or community not-for-profit
- Knowledge of and connection to communities in Haliburton County
- Diploma in office administration, bookkeeping or fundraising
- Self-motivated, curious and demonstrated ability to work independently and as part of a team
- Good bookkeeping, banking and financial record-keeping skills
- Skilled in the use and analysis of online and cloud-based database systems
- Familiar with fundraising and special events management practices
- Excellent organizational skills
- Excellent people relationship skills, written and oral communications skills
- Exceptional attention to detail
- Familiar with volunteer and board management practices
- Highly competent with office software and cloud-based software specifically QuickBooks, MS Windows, SharePoint, Office 365, Adobe Suite, Donor Perfect, and Constant Contact.

What you can expect from us:

- A full-time position with a comprehensive benefit plan, life/accident insurance, paid vacation and sick days, Short and Long-term Disability Plans (STD and LTD plans), membership in Healthcare of Ontario Pension Plan (HOOPP), Employee Assistance Plan (EAP) and access to HHHS Perkopolis discounts.
- Non-union permanent administrative position with the expectation of 37.5 hours weekly and an annual salary range of \$41,000 – 44,000.
- Office work environment with additional hours required during peak periods with time in lieu.
- A small, dedicated team of fundraisers, multi-taskers, collaborators and donor supporters who are open to learn, adaptive to change, caring and approachable.
- Experience comes in many forms and learning from our different perspectives gives us strength. We encourage applications from all. Please include your pronouns in your resume.
- If accommodations are required, please provide your requirements when contacted in the selection process. Information received relating to the accommodation needs of applicants will be kept confidential.

SUBMIT RESUME TO: Melanie Klodt Wong – mklodtwong@hhhs.ca and include “APPLICATION: Administrative Associate” in the subject line

DEADLINE TO APPLY: December 18, 2023 @ 6:00pm

Haliburton Highlands Health Services Foundation strives to create a culture that is inclusive, kind and supportive in an environment that fosters belonging. We encourage all those interested and enthusiastic about fundraising in the Haliburton Highlands to apply.