



Calgary  
**Health Trust**  
**Organization and Position Overview**  
**Search for a Gift Processor**

## **ORGANIZATION OVERVIEW**

Established in 1996, the Calgary Health Trust (CHT) was formed to coordinate the efforts of the then many separate health care foundations attached to individual hospitals and healthcare centres.

As a Calgary-based charity, CHT has raised funds to transform health care in Alberta by funding state-of-the-art technology, innovative programs, research and education.

Through the incredible generosity of its donors, CHT has helped to raise more than \$459 million for health care. Funds raised benefit Foothills Medical Centre, Peter Lougheed Centre, Rockyview General Hospital, South Health Campus, many community health programs and 12 Carewest centres in the Calgary community.

Working closely with CHT partners, the CHT looks to identify the areas where philanthropy will have the greatest impact on health care within Calgary immediately and over the long-term.

CHT fundraising efforts focus on three healthcare priorities:

- developing world-class care;
- enhancing public and staff education about health care
- improving quality of life by accelerating research into action.

Health care touches all of us and CHT is proud to make a difference to the people they care about in particularly in the areas of:

- acute care;
- prevention and harm reduction;
- chronic pain clinic and outpatient care;
- palliative care; and
- labour and delivery and neonatal care.

CHT employs 26 dedicated professionals who work closely with Alberta Health Services (AHS) and community partners to identify key priorities where philanthropic supporters will ensure excellence.

## **THE ROLE**

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Reporting to the Chief Financial Officer, the Gift Processor is primarily responsible for the entry of all new records, revisions, and deletions of constituents, as well as all gifts, into the Raiser's

Edge database. The Gift Processor is also responsible for the accurate and timely issue of tax receipts for the Calgary Health Trust.

## **KEY RESPONSIBILITIES**

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- Administer donor records in in Raiser's Edge (RE) database
- Manage deceased records, next of kin records and tribute letters in RE
- Process gifts from a variety of sources, including events, event transfers, development council matches, all gift-in-kind donations, honour memorials, direct mail, campaign, and employee giving
- Complete data entry/gift processing for the following: NetCommunity, employee giving, and monthly donors
- Set up appropriate appeal codes and funds for donations, ensuring accurate coding of gifts
- Issue tax receipts, including consolidated tax receipting, foundation letters and running associated queries
- Follow up on post-dated, stale dated, and unsigned cheques
- Prepare invoices for events
- Create and manage pledges in donor records
- Manage bank deposits
- Act as backup to Accounts Payable as needed
- Ensure petty cash is topped up, signed out, and balanced after events
- Ensure debit machines are signed out and signed in when needed by staff offsite
- Run monthly queries to ensure accurate coding and documentation for annual reporting to CRA
- Set up credit card gift processing for events, including providing training for other staff accepting gifts at events as required
- Benefit calculations for events when required for ticket purchasing
- Assist with donation processing at events as required
- Manage vault, archiving for finance
- Keep up to date on changes to relevant CRA guidelines
- Other duties as assigned

## **EXPERIENCE, QUALIFICATIONS AND EDUCATION**

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- Minimum 3 years of experience in a data entry or administrative role
- Previous experience working for a non-profit or in fundraising an asset
- Experience with The Raiser's Edge or related fundraising database system a strong asset
- Previous experience with Financial Edge considered an asset

## **ATTRIBUTES AND ABILITIES**

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- Knowledge of IATS and Moneris systems an asset
- Knowledge of Beanstream credit card processor an asset
- A commitment to prompt and accurate data entry and processing
- Strong keyboarding capability with a low error rate
- Strong attention to detail, particularly when dealing with high volumes of data entry
- The ability to run various queries and reports in Raiser's Edge
- Strong listening and communication skills
- The ability to work as a team and independently

## **WORKING CONDITIONS**

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- Primarily sedentary office work with long periods of time at a computer

## **FOR ADDITIONAL INFORMATION**

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- [www.calgaryhealthtrust.ca](http://www.calgaryhealthtrust.ca)
- To explore this opportunity further, please send your resume and cover letter, in confidence, no later than May 15, 2019 to:

Karen Longden  
Manager, People Services  
[karen.longden@calgaryhealthtrust.ca](mailto:karen.longden@calgaryhealthtrust.ca)

- The position will be filled as soon as a suitable candidate is identified.