



JOB DESCRIPTION

JOB TITLE	Donations Assistant
JOB LEVEL	B
DEPARTMENT	Director's Services, Public Affairs and Community Relations
SUPERVISOR	Community and Corporate Fund Development Officer

POSITION SUMMARY

The Donations Assistant provides organizational support by responding to inquiries regarding awards and scholarships, community programs, grants, and completing general clerical tasks.

DUTIES AND RESPONSIBILITIES

- Liaise with students, employees and the public to provide information regarding grants and awards.
- Initiate routine correspondence on behalf of the Coordinator.
- Prepare and distribute information for a variety of programs and student awards.
- Create and maintain website information.
- Assist in the organization of community programs.
- Prepare and distribute award cheques and appropriate correspondence.
- Apprise Supervisor of significant issues related to account administration.
- Assist with duties related to the Thames Valley Education Foundation (TVEF.)
- Assist in the preparation of grant proposals.
- Assist with research projects.
- Maintain information files and databases.

EDUCATION

Completion of OSSD or equivalent.

EXPERIENCE

Related work experience is an asset.