Fondation du Centre universitaire de santé McGill

McGill University Health Centre Foundation

Position:	Interim Manager, Gift Processing
Employment status:	Full Time – Temporary Position (3 months with possibility of extension)
Location:	700-5100 de Maisonneuve Blvd. West, Montreal (Quebec) – Onsite

Reporting to the Vice-President, Finance, Data and Compliance, the Interim Manager, Gift Processing is responsible for overseeing the day-to-day activities of the Data Team during the Manager, Data's absence. The employee will supervise and support team members responsible for gift processing and the maintenance of constituent information, ensuring that daily operations run smoothly and that donations are processed accurately and in a timely manner.

Key Areas of Responsibility:

- Supervise and coordinate the day-to-day activities of the Data Team, including assigning tasks, managing priorities and ensuring that deadlines are met.
- Provide guidance and support to team members in the processing of donations, from receipt and documentation to entry and final posting in Raiser's Edge.
- Monitor the progress of donation batches and ensure that transactions are processed accurately and in a timely manner.
- Oversee the creation, updating and maintenance of constituent records in Raiser's Edge, ensuring data accuracy and consistency.
- Ensure that established procedures and internal controls are followed for donation processing, batch management and data entry.
- Support team members in resolving donation processing issues, data discrepancies and system-related questions.
- Coordinate with internal departments, including Finance, Development, Events and Annual and Digital Giving, to obtain donation instructions, resolve discrepancies and facilitate the timely processing of gifts.
- Oversee the use of donation processing tools and platforms, including JMG Import, Moneris, AKA Raisin and Fundraise Up, as applicable.
- Monitor the team's workload and identify operational issues requiring follow-up or escalation.
- Communicate operational updates, outstanding issues and priorities to the Vice-President, Finance, Data and Compliance.
- Assist with other administrative and operational tasks as required to ensure the continuity of the Data Team's activities.

Required skills:

- Experience coordinating or supervising a team, preferably in a data processing, administrative or information systems environment.
- Experience with databases and data entry in a fundraising environment.
- Experience with Raiser's Edge fundraising software.
- Experience with donation processing platforms such as AKA Raisin and Fundraise Up.
- Proficiency with MS Office applications, particularly Excel.
- Strong organizational skills and the ability to prioritize tasks and manage competing deadlines.
- Excellent attention to detail and commitment to data accuracy.
- Strong problem-solving skills and the ability to resolve operational issues.
- Good communication and interpersonal skills, with the ability to work collaboratively with different departments.
- Ability to communicate effectively in both French and English.
- Demonstrated initiative, flexibility and a team-oriented approach.
- Ability to learn new systems and procedures quickly.

We thank you for your interest in the MUHC Foundation and all submitted applications will be considered, however only selected candidates will be contacted for interview purposes.

Candidates must submit their CV and cover letter to Naomie Long at naomie.long@muhc.mcgill.ca OR candidates must submit applications through Indeed: https://ca.indeed.com/job/coordonnateurtrice-des-ressources-humaines-et-de-ladministrationhuman-resources-and-administrati-f5cf4758e2a5624a