
BRANDON REGIONAL HEALTH CENTRE FOUNDATION

POSITION DESCRIPTION

POSITION: Foundation Assistant

REPORTS TO: Executive Director

DEPARTMENT: BRHC FOUNDATION

EFFECTIVE DATE: July 5, 2000

REVISED: November 15, 2010; December 15, 2015; July 2016, March 2020, July 2022

APPROVED BY: Executive Director

FULL TIME HOURS: .80

Under the direct supervision of the Executive Director, the Foundation Assistant is responsible for providing administrative support to the Executive Director and the Brandon Regional Health Centre Foundation Board of Directors.

REQUIRED QUALIFICATIONS

- Grade 12 graduate or equivalent
- A minimum of two years' experience in a non-profit environment, or acceptable combination of education and job experience
- Proficiency in the use of Windows based programs (Microsoft Word, Excel, and Outlook)
- General knowledge of accounting principles
- Experience with database software programs (Raiser's Edge) and desktop publishing (Publisher)
- Experience with fundraising and organizing events
- Excellent verbal, written, and social media communication skills
- Ability to promote and build strong harmonious working relationships with Prairie Mountain Health, community groups, donors, government agencies, staff and volunteers.
- Strong organizational and decision-making skills with attention to detail
- Ability to assist with fundraising activities
- Ability to display independent judgement and work with minimal supervision
- Ability to promote and respect confidentiality
- Ability to perform the duties of the position on a regular basis

DESIRABLE QUALIFICATIONS

- Demonstrated ability to complete projects in an efficient and timely manner
- Experience with minute taking
- Knowledge of principles of non-profit organizations governed by a Board of Directors

KEY RESPONSIBILITIES:

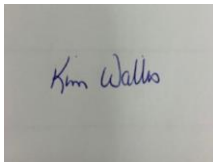
Office Duties:

- General office duties as required
- Serve as Recording Secretary to the Foundation Board of Directors and related Committees and prepare, distribute, and communicate, all related correspondence
- Assist with all activities of the Foundation as required

Record Keeping:

- Record, receipt, and acknowledge all donations in an appropriate and timely manner ensuring accuracy in accordance with office procedures
- Prepare bank reconciliation and bank deposits
- Update donor information on database on a regular basis

NOTE: This description is representative and should not be misconstrued as all inclusive.

A rectangular box containing a handwritten signature in blue ink that reads "Kim Walke".

BRHC Foundation
Executive Director