

Al Rashid Mosque – Donations Coordinator

Job Identification

Primary Location: Canadian Islamic Centre- Al Rashid Mosque

Position Title: Donations Coordinator

Department/Entity: Al Rashid Mosque

Wage Rate: Competitive based on experience

Status: Full Time

Job Description:

- Follow up with donations, update customer information, processing payments for tax receipts purpose.
- Maintain an up-to-date accurate database on Content Record Management.
- Reconciliation of bank statements and preparing reporting with accountants.
- Cultivate and connect with potential donors
- Provide training, coaching, and support to onsite staff relating to donor care.
- Information management – Data entry on software applications to process accurate reporting
- Handle all donor care activities and all the things they need to do or consider.

Job Specifications:

- Minimum of 2-years of administrative experience in an office setting
- Graduate from post-secondary with a Diploma (2 years) or a Degree in Business Administration
- Experience with database and software web applications
- Excellent Computer Skills and advanced knowledge of Google Docs, MS Word, MS Excel...etc.
- Detailed oriented, multi-task in a fast-paced environment
- Ability to prioritize and manage information with sensitivity, privacy, and confidentiality
- Excellent customer service and office ethics

Please email all resumes and cover letters to HR@alrashidmosque.ca