

**Thanks to the generosity of donors, CancerCare Manitoba Foundation has been able to grant more than \$248 million to CancerCare since 2000. This investment profoundly impacts patient outcomes and bridges the gap for initiatives and programs not eligible for government funding or where financial resources are not available.**

**CancerCare Manitoba is our provincially mandated agency for cancer and blood disorders. The Foundation shares its goal that no life is cut short by cancer.**

**CancerCare Manitoba Foundation is the only charitable organization exclusively fundraising for CancerCare Manitoba. All funds raised and donated remain in Manitoba.**

**To submit your candidacy for this permanent, full-time position please send your cover letter and resume to:**

Maureen McIntosh  
mmcintosh2@cancercare.mb.ca

**Interviews will be scheduled as applications are received**

## **Administrative Assistant, Development & Marketing**

This individual is responsible for providing assistance to the Chief Development Officer and the Director of Marketing and Communications and their teams in raising philanthropic dollars from individuals, foundations, businesses and organizations in support of the priorities of CancerCare Manitoba. The Administrative Assistant, Development & Marketing supports leadership in implementing fundraising and marketing plans. The successful applicant will work closely with the CDO & DMC to ensure a high level of coordination, communication and support of all marketing and fundraising priorities within the organization as a whole.

### **Duties and Responsibilities include but are not limited to:**

- Manage calendars including scheduling appointments, meetings and activities and preparing meeting files
- Track and report on expense and revenue budgets
- Manage program invoice processes
- Screen and distribute incoming mail, phone calls and email, responding where appropriate
- Produce professional materials such as letters, written materials, reports and presentations using all programs in Microsoft Office
- Conduct research on a variety of funding and marketing related projects
- Develop and maintain an efficient record keeping system
- Data entry
- Organize meetings, record minutes and arrange for catering
- Manage volunteer program including recruitment and onboarding
- Coordinate IT and other services for staff
- All other related administrative duties

### **Requirements:**

- Minimum five - seven years administrative experience
- Excellent organizational and planning skills and the ability to manage multiple priorities
- Strong analytical capability, business writing and presentation development
- Independence, self-motivation and resourcefulness
- Able to take the initiative to liaise with other departments and/or external sources
- Strong written and verbal communication skills; ability to manage relationships with donors and stakeholders
- Advanced knowledge of MS Office applications, including Word, Excel, and PowerPoint
- Ability to maintain confidentiality, utilize judgment and work with minimal supervision
- Some understanding of private sector philanthropy and knowledge of Raiser's Edge would be assets