



Job Posting – Finance and Business Operations Assistant

Closing Date: March 22, 2019
Organization: Right To Play International
Department/Division: Canadian National Office
Work location: Toronto, Canada
Authorized to work in: Canada (i.e., Canadian citizen or permanent resident)

BACKGROUND:

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity using play. By harnessing play, one of the most powerful and fundamental forces in a child’s life, we help 1.9 million children each week to stay in school and out of work, to prevent life-threatening diseases like HIV and malaria and to stay safe from exploitation and abuse. We are the only global development organization focused exclusively on using play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play is headquartered in Toronto, Canada and has operations in 22 countries across North America, Europe, the Middle East, Africa, and Asia.

Visit us at www.righttoplay.com.

POSITION SUMMARY:

Right To Play’s Canadian National Office (CNO) is a busy hub, generating funding of \$8,500,000 for RTP’s programs in 2018, and providing crucial support in advancing our vision of a healthy and safe world through the power of sport and play. The Finance and Business Operations Assistant will play an important role in the development and implementation of the office’s financial and administrative processes, including timely and accurate recording of donations in the Customer Relationship Management (CRM) system, maintaining the organization’s online giving platform, and coordinating day-to-day office operations.

This position reports to the Finance and Business Operations Officer.

QUALIFICATIONS:

EDUCATION/TRAINING/CERTIFICATION:

- Post-secondary diploma or undergraduate degree in Accounting, Business or Finance; or equivalent combination of education and work experience

EXPERIENCE/SKILLS/ATTRIBUTES:

- Minimum of 1 year of relevant administrative and database experience, preferably within the NGO sector
- Experience working with fundraising teams an asset
- Excellent oral and written communication skills
- Demonstrated ability to prioritize work, manage deliverables and handle multiple tasks simultaneously in a fast-paced environment
- Strong attention to detail; organized and systematic in follow-through of tasks



- Willingness to learn and take initiative
- General knowledge of fundraising practices, procedures and standards preferred
- Works with integrity, and demonstrates strong judgement skills with ability to exercise discretion and maintain confidentiality of sensitive information
- Collaborative and able to work well in a team
- Excellent numeracy skills with the ability to maintain accuracy and present financial and non-financial data in a clear and accurate format
- Strong IT skills with extensive experience working with Microsoft Office applications
- Experience with donor database software such as Raiser's Edge, Salesforce or Microsoft Dynamics CRM
- Experience with online donation processing software such as Artez, Luminate or Raisin an asset
- Affinity for the mission and mandate of Right To Play

LANGUAGES:

- Fluency in oral and written English required; fluency in French an asset

PRIMARY RESPONSIBILITIES:

Job responsibility #1: Financial and Database Administration (50%)

- Inputs all donations into CRM and maintains records on offline back-up
- Assists with preparation and mail-out of tax receipts
- Assists donors with resolutions to donation issues
- Works with the Finance and Business Operations Officer along with HQ Finance team to ensure CRM/SAGE data congruence
- Assists with weekly, monthly and quarterly reporting as well as with production of lists, queries and reports from CRM for fundraising initiatives
- Works in conjunction with the Finance and Business Operations Officer to maintain the overall quality and integrity of the CRM database, including working with IT and CNO Fundraising staff to troubleshoot problems and staying current with updates to the system.
- Assists the Finance and Business Operations Officer to evaluate existing systems and or CRM user needs to recommend system changes

Job responsibility #2: Development/Fundraising Administration (30%)

- Prepares donor stewardship reports and letters
- With development team, assesses online fundraising initiative requirements and coordinates the development of solutions, including Artez online fundraising page set-up and management
- Works with the development team to create and manage CRM stewardship reports

Job responsibility #3: Office Administration (15%)

- Responds to general inquiries for Canadian office (e-mail, phone and in-person);
- Coordinates meetings on behalf of the Canadian National Office team
- Prepares invoices for payment



- Proactively provides feedback and makes suggestions for improvement of the CNO office's administrative functions

Job responsibility #4: Other Responsibilities as Required (5%)

WHO YOU ARE:

We are looking for someone to join our highly dynamic and energetic team, who possesses strong administrative and numeracy skills, as well as excellent written and oral communication skills. We're looking for someone with strong attention to detail, and previous experience with providing administrative support. If you also possess a positive attitude and enjoy working in a fast-paced environment, this job is for you!

WHAT YOU'LL GET:

The opportunity to work with a passionate, innovative and collaborative team where you have the ability to make things happen. We offer a competitive salary and benefits package including Group RRSP Plan with 3% matching contributions, gym membership, flexible work policy (e.g. work from home and flex hours) and summer/winter hours.

Target Start Date: April 2018
Contract Duration: Permanent, Full-time

HOW TO APPLY:

If you are interested in applying for this position, please send your resume and cover letter to careers@righttoplay.com and kindly include "Finance and Business Operations Assistant" and your name in the subject line. Please indicate your salary expectations in the cover letter.

While we thank all applicants for their interest, only those selected for interviews will be contacted. Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening/Policy Record Check as a condition of employment.**

Should you require any form of accommodation during the recruitment process, kindly contact the People & Culture team by email at careers@righttoplay.com.

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.

