



JOB PROFILE

POSITION TITLE: Gift Administration Coordinator
REPORTING TO: Manager, Annual Giving
JOB CLASSIFICATION: Professional
LAST REVISED: May 2026

JOB SUMMARY

Hospitals of Regina Foundation (the Foundation) is dedicated to working in collaboration with our partners, to raise funds to improve health care for the people of Regina and southern Saskatchewan. Since 1987, the Foundation has raised more than \$282 million for technology and equipment, research and clinical education in Regina's hospitals and health care facilities. The lives of thousands of people are made better each year, thanks to our community's generosity.

We are looking for a detail oriented, highly accurate individual with experience in data entry to fill the role of Gift Administration Coordinator.

Reporting to the Manager, Annual Giving, the Gift Administration Coordinator is responsible for accurately and efficiently entering donations, generating receipts, and maintaining database integrity. This detail-oriented role requires both independent work and teamwork, ensuring both precision and timely completion of tasks.

Possessing strong attention to detail, commitment to accuracy and great organizational skills, the Gift Administration Coordinator is committed to success, delivering excellence and working as an important member of the Foundation.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Daily processing of donations generated through online giving and those received in-person, through the mail or by phone, ensuring proper coding and reconciliation.
- Record gifts in donors' records in a highly accurate manner.
- Review and update donor records, making necessary adjustments to ensure accuracy.
- Process regular monthly and recurring donations.
- Contact donors for pledge renewals and to update expired credit card information.
- Post donation batches in the Blackbaud Raiser's Edge system.
- Generate personalized thank-you letters and tax receipts promptly.
- Collaborate with the Finance Officer to ensure month-end reconciliation is accurate.
- Maintain up-to-date knowledge of Canada Revenue Agency (CRA) guidelines for receipting
- Complete training on new Blackbaud database products and features to stay current with system updates.
- Act as a backup for the Receptionist over lunch break and during absences, coordinating time away from the office as needed.
- Performs other duties as assigned to support the overall functioning of the organization.

SKILLS AND KEY COMPETENCIES

- Strong attention to detail with a commitment to accurate data entry.
- Demonstrated ability to work efficiently in a fast-paced environment.
- Strong communication skills.
- Willingness to learn the Canada Revenue Agency rules and guidelines for generating tax receipts for donations and for events.
- Ability to work in a high-performing, highly professional and results oriented environment.
- Willingness to engage in ongoing, self-directed learning and professional development.

EDUCATION AND EXPERIENCE

- A college diploma in Business or an Administration-related field.
- Two to three years of office experience
- High proficiency with Microsoft Office required
- Proficient in word processing, database management, and other relevant software programs.
- Experience with Raiser's Edge or similar relational databases is highly desirable
- Experience in a non-profit fundraising environment is an asset
- A combination of education and experience may be considered

OCCUPATIONAL NEEDS

The POSITION works 37.5 hours per week, and will be located at the Foundation's downtown office, but may in the future be relocated to another Foundation office, at the discretion of the President & CEO.

Occasional work outside of regular office hours will be required during periods of peak activity and at special events, including evenings and weekends. Work may require occasional travel within Regina.

Hospitals of Regina Foundation offers a competitive salary and a generous benefits package for the successful candidate, including a health, vision and dental plan, and a group RRSP with contributions matched by the Foundation, and significant opportunities for career growth.

APPLICATION INFORMATION

The competition will remain open until a qualified candidate is selected.

If you are interested in applying for this fulfilling career opportunity, please submit your resume and cover letter to hrf@hrf.sk.ca.

This position is open to all Canadian citizens, permanent residents and those legally able to work in Canada.

We thank all applicants for their interest, however, only qualified candidates selected for an interview will be contacted.