



## **JOB POSTING**

### **Administrative & Data Support Assistant (Permanent Full-Time)**

#### **Reports to: Database Manager**

#### **Nature and scope:**

The Administrative & Data Support Assistant is a detail-oriented, highly organized team member who ensures accurate donor data, efficient gift processing, and smooth administrative operations across teams. They provide reliable reception coverage, support fundraising events with strong technical and systems skills, and maintain high standards of customer service when interacting with donors and the public. This role requires someone punctual and dependable to ensure consistent office coverage. We are seeking an individual who thrives in a fast-paced, collaborative environment, contributes positively to team culture, and supports seamless cross-departmental workflows through strong communication, multitasking, and a willingness to share responsibilities.

#### **Primary Responsibilities:**

##### Donor Data & Gift Processing

- Strong aptitude for donor database integrity.
- Enter gifts in Raiser's Edge/NXT donor database ensuring accurate coding.
- Update donor records in Raiser's Edge/NXT, including contact changes, actions, and attachments.
- Maintain strong data accuracy through regular clean-ups and duplicate checks.
- Upload media and documents with consistent naming/filing standards.
- Manage returned mail and update donor addresses as needed.
- Assist with Donor Recognition Wall updates.
- Support queries, reports, and prospect research.
- Assist and cross-train on duties with Database Manager, Gift Processor, and Receptionist.

##### Administrative & Reception & Event Support

- Provide general office support: printing, scanning, mail merges, copying, record updates.
- Backup to answering the main phone line, direct inquiries, and processing donations.
- Open, sort, and distribute incoming mail; prepare outgoing mail.
- This position works closely with the administrative assistant/receptionist and provides reception coverage for breaks, vacations, and absences.
- Manage the use of the Asana task monitoring program.
- Assist with computer/virtual meeting troubleshooting.

- Provide administrative and data support for fundraising events (Auction, Golf, Shed, Tulips, Big Day).
- Lead the use of Auctria, the online auction and fundraising system, overseeing event setup.

**Qualifications:**

- Strong attention to detail and accuracy in data entry.
- Experience with Raiser’s Edge/NXT (preferred).
- Excellent organizational and communication skills.
- Ability to manage multiple priorities and deadlines.
- Proficient with Microsoft Office; comfortable learning new systems; tech savvy.
- Customer-service mindset, especially when interacting with donors.

**Organizational Culture & Values:**

At the QEH Foundation, we are dedicated to fostering a positive and inclusive work environment. We uphold a culture of integrity, reliability, and excellence, ensuring that respect and professionalism guide all our interactions. As a charity, building strong relationships is at the heart of our mission. We value meaningful connections with donors, volunteers, and partners, and we actively participate in events and activities that celebrate and strengthen these relationships.

QEH Foundation is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, or any additional protected characteristic as outlined by law.

**Working Environment and Conditions:**

- Full-time, 37.5 hours per week, Monday to Friday with occasional evening/weekend hours during special events or campaigns
- Participate/attend foundation signature events
- This position is based in the hospital foundation office

**Salary & Benefits:**

The QEH Foundation is a leading charity in PEI. By joining us you will have the opportunity to participate in benefits unmatched by most.

Permanent full-time employees are eligible to participate in Health PEI’s group insurance plan, sick time and the employee retirement plan. The following benefit premiums will be 100% paid by the Employer:

Health Plan	Dental Plan
AD&D Insurance	Group Life Insurance
Dependent Life Insurance	Long Term Disability

Pension: all permanent full-time and part-time employees will contribute to the Employer's pension plan - Civil Service Superannuation Fund (CSSF). Vested after two years of continuous service. The employee's contribution will be matched as per the pension plan text.

Hiring salary range for qualified candidates: \$50,000 - \$58,000 per annum.

Vacation: Employees are granted 15 days per year vacation time, with an increase upon five years of service.

As with all employees of the QEH Foundation, a criminal records check is required, and there is a six-month probationary period.

**How to Apply:**

If you are the ideal candidate to fill this position, please apply to the email address below with your letter of application and resume outlining matching experience and qualifications. Following these instructions demonstrates your attention to detail.

QEH Foundation Selection Committee  
[gehfoundationHR@gmail.com](mailto:gehfoundationHR@gmail.com)

**The application deadline is Monday, January 26, 2026, by 4:00 PM.**

*Updated: January 2026*