Donor Administration & Database Assistant, Foundation - 1 position	Posting #: 57415
Foundation	Posting Date: November 21, 2026
St. Joseph's Hospital - London, ON	Submission Deadline: December 09, 2026
Full Time	Jennifer Pasichnyk, Human Resources
Non-Union	Salary Range: $25.28 - $31.61 /hour

Are you organized, detail-oriented, and enjoy working behind the scenes to support a great donor experience - We're looking for a Donor Administration & Database Assistant to join our team at St. Joseph's Health Care Foundation. In this role, you'll help maintain accurate donor information, support fundraising and stewardship activities, and ensure the systems and processes that support our work run smoothly.

At St. Joseph's Health Care London, we're proud of our legacy of care across a wide variety of medical disciplines serving all ages and stages of life. Supporting St. Joseph's mission, the Foundation raises philanthropic funds to advance the very best in care, teaching and research. With a strong focus on performance and best practice, guided by a skilled Board and leadership team, St. Joseph's offers a collaborative team environment and a competitive compensation program.

Reporting to the Director, Finance & Administration, the Donor Administration & Database Assistant provides administrative, database, and operational support to the work of the Foundation. This role is responsible for maintaining accurate donor and fund records, supporting gift processing and donor recognition programs, preparing reports and data insights, and ensuring the integrity of donor information and systems.

Working closely with colleagues across the Foundation, you will help ensure our team has the information, tools, and processes needed to build strong donor relationships, make informed decisions, support fundraising success, and inspire community investment in health care excellence at St. Joseph's.

This is an excellent opportunity for someone who enjoys combining strong administrative and database skills with meaningful work that helps improve the lives of patients and families in our community.

Key Responsibilities

Create and maintain accurate donor, constituent, fund, proposal, pledge and estate/legacy gift records within Raiser's Edge NXT and related systems.

Support donor stewardship activities by responding to inquiries, tracking commitments and follow-up requirements and maintaining accurate records of donor engagement and fund
Administer fundraising campaigns, appeals, events, and associated coding structures to support fundraising activities, reporting, and analysis.

Establish and maintain fund records and coding attributes to support donor intent, financial reporting requirements and Foundation priorities.

Prepare reports, dashboards, data extracts, reconciliations and analyses to support fundraising performance, donor stewardship, budgeting and operational decision-making.

Support database integrity through ongoing audits, maintenance, documentation, quality assurance activities, and process improvements.

Assist with grant administration activities, including maintaining grant records, tracking key information and deadlines and supporting reporting and payment administration processes.

Coordinate technology-related hardware and software requests, including equipment deployment and liaison with Information Technology services and software vendors.

Provide administrative support for Foundation operations, including reception relief coverage, mail processing, event administration support, and other operational activities as required.

Essential Qualifications and Skills

University degree or college diploma in Business Administration, Office Administration, Accounting, Information Management, or a related field; an equivalent combination of education and experience will be considered.

Three to five years of experience in donor database administration, fundraising operations, grant administration, financial administration, business operations, or a related administrative role.

Experience working with CRM, fundraising, grant administration, or similar database systems; experience with Blackbaud Raiser's Edge NXT and GrantMaker is considered an asset.

Strong proficiency with Microsoft Excel and Microsoft 365 applications.

Exceptional organizational skills, attention to detail, and the ability to manage multiple priorities and deadlines.

Strong analytical, problem-solving, and reporting capabilities.

Excellent interpersonal and communication skills with a demonstrated commitment to customer service and collaboration.

Ability to maintain confidentiality and exercise discretion when handling donor, patient, financial, and organizational information.

Experience in a healthcare foundation, charitable, not-for-profit, or similar environment is considered an asset.

Immunization Requirements

Provide vaccination records or proof of immunity against measles, mumps, rubella, varicella (chicken pox), Hepatitis B, COVID-19 and influenza.

Provide documentation of the Tuberculosis skin testing

Why Join Us?

This is a unique opportunity to contribute meaningfully and grow professionally in a supportive environment. You'll work alongside passionate individuals committed to making a difference.

How to Apply:

If you're excited about contributing to our mission, we want to hear from you! Please submit your resume and a cover letter outlining your qualifications and interest in the role.

Your interest in this opportunity is appreciated.
Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to.
Only those under consideration will be contacted.