



Job Posting

Position: Donation Line Representative

Work Location: 502 Spadina Avenue

Hours: 37.5 hours per week

Contract Dates: Oct 11-Dec 30

Department: M&P

Status: Contract

POSITION SUMMARY: The Donation Line Representative will be based in 502 Spadina Ave and will report directly to the Senior Development Manager. The Donation Line Representative will be responsible in answering donor's phone calls and process donations over the phone.

Duties & Responsibilities

- Answer phone calls courteously and take donations over the phone
- Respond to donor inquiries in a prompt, professional manner
- Support the Development team in day-to-day activities
- Make Donor stewardship phone calls
- Other duties as assigned

Qualifications:

- Advanced communication and interpersonal skills
- Good knowledge of Microsoft Office Suites
- Team oriented with great attention to detail
- Has impeccable telephone etiquette
- Respects the confidentiality and privacy of donors
- Able to multi-task and work independently with minimal supervision
- Superb command of the English language (both written and oral)
- Affinity for working in a medium-sized non-profit, Christian charitable environment

Cover letter and resume can be submitted to careers@scottmission.com

Only those applicants selected for an interview will be notified. No phone calls please. For more information about The Scott Mission, please visit www.scottmission.com

The Scott Mission welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Employment is conditional to results of Police Reference Check and satisfactory references.