



**True North Sports + Entertainment & True North Youth Foundation are looking for a detail-oriented and enthusiastic individual to join our team.**

As the **Donor Relations and Administration Coordinator**, you will support the True North Youth Foundation Donor Journey through the cultivation, support and stewardship of the donor relationships at all levels.

**What to be excited for in this role:**

- Implement, cultivate, and improve donor and sponsor relationships through exceptional service, internal and external.
- Use and maintain the database daily, keeping accurate donor records, and processing donations.
- Generate various reports as needed.
- Recruit, and maintain communication with volunteers to ensure engagement.
- Continuously evaluate and look for ways to improve our volunteer program.
- Remain up to date with grant funding sources and application procedures.
- Create event invoices, prepare daily deposits and monitor/manage donations.
- Other duties as assigned.

**What we need from you:**

- Experience with a non-profit organization and some financial experience is an asset.
- Knowledge of CRM and/or donor management software.
- Some experience leading a team is an asset.
- Intermediate Microsoft Excel abilities.
- Ability to work evenings and weekends as required.
- Valid class 5 driver's license and access to vehicle (some local and provincial driving required).
- Must complete the following background checks: Criminal Record and Child Abuse Registry Checks

**WE ARE TRUE NORTH.**

*We thank all that apply, however, only those selected for an interview will be contacted. No phone calls please.*

## Why you should join us

As a top employer in Manitoba since 2008, True North Sports + Entertainment offers challenging and meaningful work in a fast-paced work environment, exciting opportunities with room to grow and develop, a variety of work day-to-day, and a rewarding and enjoyable place to work.

At True North, we value and are dedicated to building a diverse, inclusive and authentic workplace. While all our positions require demonstrated competence to achieve success, we encourage you to apply even if your previous experience does not align perfectly with every qualification in the job description. You may be just the right person for this role, or other roles!

To apply for this position, please fill out the online application form by [clicking here](#). You will be asked to upload your cover letter and resume at the end of the form (combined into one document).

*Accommodations are available upon request throughout all aspects of the selection process. Candidates requiring accommodations may contact, in confidence, [hr@tnse.com](mailto:hr@tnse.com).*

Closing date: Wednesday, August 2, 2023

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