

## Gift Fund Administrator

Location: Toronto, ON  
Start Date: July 1, 2021

### Organization Description

Cause Strategies Inc. is the charitable administration service provider for Benefaction and other charitable foundations that help Canadians make strategic giving an integral part of their wealth management plans through the use of donor advised funds.

### Position Description

In this full-time position, you will report to the Chief Investment Officer (CIO) and will work from our Toronto office at 83 Harbord Street. You will have ownership for key administrative functions in support of the CIO and the broader team.

Your duties will include:

- Support CIO with tax receipting and funds collection process, including follow-up with financial advisors
- Manage workflow for new Gift Funds, including coordinating team activities, updating internal systems, and communicating with donors
- Create or update donor records in Client (Donor) Relationship Management system, as requested by team
- Contribute to monthly Gift Fund reconciliation process, including downloading custodial statements
- Contribute to review of quarterly donor reporting
- Provide back-up for grants administration process, as required
- Provide general administrative support for office and team, including opening/sorting mail, assisting with outbound mailings
- Other administrative tasks that may be required from time to time

### Role Requirements

- Minimum two years of experience in the charitable sector or a related field
- Experience in investment management industry an asset
- High attention to detail
- Professional demeanor
- Ability to take initiative and work independently
- Experience using a CRM (Customer Relationship Management) system
- Working knowledge of Microsoft Word and Excel

**Interested applicants, please submit your resume and cover letter to [karen@causestrategies.ca](mailto:karen@causestrategies.ca)**