

WICWC is looking for a Development Assistant, 4 days a week.

Are you looking to work in a value driven, people oriented, and meaningful environment? Collaborate within a multidisciplinary team and be involved in creating true changes in the lives of those living with cancer?

West Island Cancer Wellness Centre is looking for a Development Assistant to join the team. Our team values collaboration and values people.

What you can expect as part of the WICWC job experience

- Update and maintain the donor database
- Run reports for the fundraising team to ensure stewardship and donor relations
- Manage donor communications (letters, receipts)
- Assisting in all administration responsibilities associated with our events
- Office (Centre's) management re, supplies and maintenance crew
- Other clerical duties

About you

You have knowledge of Donor Management Systems, particularly Donor Perfect or the like.

You have a general knowledge of the CRA's rules and regulations for charitable giving.

You are organized and have strong computer skills.

You are an excellent communicator in both English and French.

You want to contribute to the improvement of the processes that are in place.

You enjoy challenges accompanied by time pressures and deadlines.

You are a quick learner.

**If this sounds like you, we would be thrilled to hear from you!
Please send your cv to cv@wicwc.org**

About us

The West Island Cancer Wellness Centre (WICWC) is a registered charity dedicated to offering compassionate care and support to anyone experiencing cancer – either having it themselves or supporting someone with cancer. We exist in response to the demand for a whole-person integrated approach to wellness that focuses on improving the health and wellbeing of people living with cancer by addressing their emotional, physical, and spiritual needs.

Our values (who we are)

OUR PROMISE: COMPASSION, SUPPORT, INFORMATION & RESOURCES FOR ALL. We are committed to offering an inclusive environment where anyone living with cancer feels welcome. Where they feel safe. And where they feel empowered to learn to live well with cancer, regardless of social status, age, race, gender, culture, religion, and sexuality.

Core values of the organization

*Compassion

*Diversity

*Leadership

*Communication

*Safety

*Fairness