



## *Our Vision*

A Catholic Foundation  
Worthy of Your Support...  
Helping to Build Our Faith, Our Future!

### **Job Posting – Coordinator – Administrative and Donor Services**

**Job Title:** Coordinator – Administrative and Donor Services  
**Location:** 1040 Waterloo Street, London, ON N6A 3Y1  
**Reports To:** Executive Director  
**Salary Range:** \$40K to \$50K, plus benefits  
(Initial salary placement within the range is based on experience, with opportunities for increases tied to meeting or exceeding performance goals.)

**Position Type:** Full-time, primarily on-site role with a 40-hour work week. Flexibility is needed for occasional evenings, weekends, travel, and remote work to support events, meetings, and operational needs.

**Position Overview:** This operational support role is the backbone of the Foundation's daily functions, ensuring smooth administration and donor stewardship. The coordinator handles various tasks to support the team, donors, and board operations.

**About St. Peter's Seminary Foundation:** A charitable organization that supports St. Peter's Seminary, a Catholic institution founded in 1912. Its mission is to educate and form future priests, deacons, and lay leaders through theological education. The Foundation provides critical funding for students, faculty, programs, and facilities, ensuring the Seminary's mission endures. Graduates serve as clergy, educators, and spiritual leaders, enriching the Church and communities through faith and service.

#### **Key Responsibilities:**

##### **Administrative Support**

- Front desk reception (answering phones, greeting visitors).
- Scheduling meetings and managing calendars.
- Preparing meeting agendas and taking minutes.
- Maintaining physical and digital filing systems.
- Preparing frontline fundraisers with materials for donor visits.

##### **Donor Services**

- Processing donations and issuing tax receipts.
- Database management (Raiser's Edge or similar CRM).
- Generating donor acknowledgment letters and making thank-you calls
- Maintaining accurate donor records and mailing lists.



- Assisting with donor correspondence and inquiries.

### Finance & Operations

- Recording donations and preparing deposit reports.
- Reconciling gift records with the finance department.
- Maintaining office supplies and equipment.

### Event & Project Support

- Assisting with fundraising event logistics (mailings, RSVPs, nametags).
- Helping with grant applications, reports, and special projects as needed.

### Qualifications:

- 5+ years of administrative experience (nonprofit preferred).
- Proficiency with donor databases and Microsoft Office.
- Exceptional organizational skills and attention to detail.
- Discretion in handling confidential information.
- Ability to multitask in a faith-based environment.
- Post-secondary education in office administration, finance, or nonprofit support is preferred.

### Application Process:

Submit a resume, with a cover letter and references, marked “**Private and Confidential**” to:

**St. Peter’s Seminary Foundation**

1040 Waterloo Street, London, ON N6A 3Y1

Attention: Jennifer Clark

Or send an email to: [jennifer.clark@spseminary.ca](mailto:jennifer.clark@spseminary.ca) Please include “**Coordinator Application**” in the subject line.

**St. Peter’s Seminary Foundation is dedicated to diversity, equity, and inclusion. We invite candidates from all backgrounds and experiences to apply for this essential leadership role.**

*St. Peter’s Seminary Foundation is an equal opportunity employer, and we value diversity and dignity in the workplace. In accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code, we are committed to providing appropriate accommodations throughout the recruitment process. If you are contacted for an interview and require accommodations to participate in the recruitment and selection processes, please communicate your needs at that time.*

### The Foundation’s Commitment to Truth, Reconciliation, and Inclusion

The offices of St. Peter’s Seminary Foundation are situated on the traditional territory of the Anishinaabe, Haudenosaunee, Attawandaron, and Lenape peoples, who have stewarded this land for millennia.

Out of deep respect for those who have cared for these lands since ancient times, and those who continue to guard and nurture them, we are committed to treading lightly on the land, honouring water and all living things as gifts from the Creator, and affirming our desire for just relations with all peoples, especially the Indigenous peoples with whom we share our common home.