Senior Coordinator, Revenue and Donor Relations
Full Time, 37.5 hours per week, plus benefits
$46,200 – $50,610
Vancouver

The Opportunity
Tides Canada is a leading national charity that enables community-led transformation for a healthy environment, social equity and economic prosperity for all Canadians. Are you passionate about the environment and a just Canadian society? Do you enjoy supporting others to foster success? Do you have a passion for supporting teams to achieve significant results? If so, this position at Tides Canada is for you.

The Position
We are currently seeking a Senior Coordinator, Revenue and Donor Relations. This role ensures efficient revenue processing, tax receipting and exemplary data management and record keeping. The chosen candidate will demonstrate strong knowledge of CRA charitable regulations, ensuring that all revenue is received, administered, receipted and reported accurately and in a timely manner. This position works primarily with Tides Canada’s Salesforce CRM system and with the online donations tool Click and Pledge.

Primary Duties and Responsibilities
• Accurate, timely and consistent donations and other revenue processing
• Generate timely tax receipts and acknowledgement letters
• Maintain confidentiality of all data in alignment with donor privacy preferences and Tides Canada policies
• Ensure transactions are in compliance with Canada Revenue Agency (CRA) policies and guidelines and Tides Canada’s policies
• Provide professional, flawless responses to phone and email queries relating to donations and other revenue
• Revenue and donor data management with inputs from a variety of sources and systems
• Work in conjunction with other departments to evaluate and improve the processes for revenue processing, tax receipting, reporting and data management
• Generate invoices for the organization and prepare cheques for deposit
• Assist with implementation of internal audit processes to ensure accuracy of data and reporting

Requirements
This position requires strong customer service orientation, excellent communications skills and the ability to manage data across multiple systems.

Essential
• Experience working with data across multiple systems and managing data from multiple sources
• Strong attention to detail paired with the ability to problem-solve
• Excellent time management skills and ability to work in a fast-paced environment
• Proven ability to work independently within a close-knit team environment

Preferred
• 3 – 5 years accounting experience preferably within the areas of accounts receivable and revenue processing
• Hold or in the process of acquiring a recognized accounting diploma or degree
• Experience with Salesforce CRM or other CRM system an asset
• Experience with Netsuite of other ERP system an asset
• Customer service experience

As well as the compensation outlined above, Tides Canada’s staff enjoy a comprehensive benefits package which includes vision, dental, and extended health benefits, RRSP contribution, flexible work hours, work from home days, a pet friendly office and a safe, supportive, and inspiring environment where people from all walks of life are welcomed and encouraged to maximize their potential.
How to Apply

In one document, together with your resume, please forward a cover letter that includes your responses to the following questions:

1. What interests you most about this position?
2. Briefly tell us how your skills and experiences are a good fit for this position.

Please send your resume and cover letter with your responses to the above questions to careers@tidescanada.org by February 21, 2020. Thank you.

Tides Canada is proud to be an inclusive equal opportunity employer. Tides Canada will provide accommodation during all steps of the hiring process, upon request, to applicants with disabilities. Please advise us if you need any accommodation. We thank all applicants for their interest in the positions, however, only those who are selected for interview will be contacted. Thank you.