



**WoodGreen Community Services**  
**Job Posting**  
**EXECUTIVE ASSISTANT,**  
**THE WOODGREEN FOUNDATION**

**Our Vision:**

A Toronto where everyone has the opportunity to thrive

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<b>Employment Type:</b>	Full-time
<b>Work Hours:</b>	35 hours/week with occasional evenings
<b>Application Deadline:</b>	Wednesday September 13, 2017 by 5:00 pm

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**Who We Are**

A United Way Anchor Agency, WoodGreen combines significant scale and a proven track record with an entrepreneurial mindset, continuously seeking and developing innovative solutions to critical social needs.

Now in our 80<sup>th</sup> year, we are one of the largest social service agencies in Toronto, serving 37,000 people each year. We're a group of diverse individuals who value respect, excellence, compassion, integrity, and team work.

Visit [www.woodgreen.org](http://www.woodgreen.org) to learn more about who we are and what we do.

**Program Overview – The WoodGreen Foundation, Central Services**

The WoodGreen Foundation is the fundraising arm of WoodGreen Community Services. The Foundation is focused on raising funds to support WoodGreen's role as a sector leader in providing sustainable solutions to some of our City's most complex social needs. Through donor support WoodGreen is able to help break the cycle of poverty and homelessness and create new paths to opportunity.

**What You Will Do**

Executive Assistant to the Executive Director:

- Provides senior administrative and organizational leadership in managing the Executive Director's Office including the preparation of correspondence, information and presentation materials and reports on behalf of the Executive Director
- Acts as the frontline face of the Foundation and triages donor inquiries on behalf of the Foundation

Donor Correspondence:

- Prepares donor correspondence on behalf of the Executive Director of the Foundation including thank you notes and donor responses
- Monitors donations and provides oversight to ensure best practices for processing and acknowledgements are being implemented and donations are being processed both accurately and timely and documented in Raiser's Edge

Governance:

- Coordinates all meetings for WoodGreen Community Services Board, WoodGreen Community Housing Inc. Board, The WoodGreen Settlement Corporate Board, The WoodGreen Foundation Board and WoodGreen corporations and committees
- Prepares and distributes agendas and supporting documentation for board and committee meetings, including drafting resolutions and signature approvals and prepares minutes maintaining all official board and committee minute books
- Coordinates the Annual General Meeting of all corporations and ensures proper notification of members and meeting protocols

### **What You Bring to the Team**

- Bachelor of Arts or College Diploma in a related field
- Experience in a fundraising environment or governance related field
- Senior administrative experience
- Experience with Raiser's Edge or similar donor software

### **What Will Set You Apart**

- Superior skills in office management
- Exceptional communication abilities including excellent written and verbal skills
- Strong initiative
- Ability to understand complex issues and react appropriately
- Previous donor correspondence experience
- Strong interpersonal skills and a pleasant and collaborative nature
- Exceptionally high level of good judgement
- Excellent organizational skills with the ability to meet deadlines and work in a multi-tasked environment

### **Why You'll Want to Work With Us**

At WoodGreen you will be part of an amazing team that does amazing things for our community.

We offer:

- ✓ Competitive salary and excellent benefits packages for PSW, contract and full-time employees
- ✓ Ongoing training and opportunities for career advancement within the organization
- ✓ Formal staff recognition and appreciation programs
- ✓ Access to group discount programs and purchases

### **To Apply**

Submit your resume and cover letter, **quoting the position title in the subject line**, as follows:

<b>WoodGreen employees ONLY to:</b>	<a href="mailto:hrjobs@woodgreen.org">hrjobs@woodgreen.org</a>
<b>External applicants to:</b>	<a href="mailto:careers@woodgreen.org">careers@woodgreen.org</a>

***WoodGreen is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our HR representative at [hrjobs@woodgreen.org](mailto:hrjobs@woodgreen.org) of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.***