

CHARITABLE FOUNDATION ADMINISTRATOR VOLUNTEER OPPORTUNITY VANCOUVER, BC

Are you interested in corporate philanthropy? How about the wealth management industry? This is an excellent opportunity to volunteer with the private foundation that supports Canada's largest independent wealth manager!

The Charitable Foundation Administrator is responsible for providing administrative and marketing support to the Raymond James Canada Foundation. Specific duties include organizing and tracking donations to the various charities that fall within the Foundation; providing tax receipts to contributing employees and clients; providing summaries of donation totals and ad hoc reports as requested; and assisting the Executive Director with marketing materials, and planning. This volunteer position would likely require a commitment of 10 hours per week which is flexible and would be based in the Raymond James downtown Vancouver office.

Specifically you will:

- Provide accurate and up to date tracking of contribution amounts to the various Raymond James charities;
- Maintain Excel based donation tracking worksheets and summary calculations;
- Accurate tracking of all deposits made including cheque donation, credit card receipts, and gifts of stock in kind;
- Complete bank reconciliations;
- Reconcile general and specific donation accounts to banking details and general ledger;
- Ability to provide numerous ad hoc contribution summaries, reports, etc. as required;
- Provide accurate tax receipts to employees and clients for all contributions received within the specified deadline period;
- Ensure appropriate documentation is kept to support tax receipts and information return;
- Perform research support and marketing materials preparation support in the process of developing and refining marketing materials. General administrative duties relating to the Raymond James Canada Foundation, including organizing and storing donations, formal communications, coordination of timelines, preparing receipts for mailing/distribution and mailing of receipts;
- Other duties as assigned.

To qualify for this opportunity you possess:

- Completion of at least the first year of college or university;
- A background in Finance, Business Administration, Marketing or Human Resources is a definite asset;
- Excellent proficiency with MS Word, Excel, PowerPoint and Outlook;
- Strong attention to detail;
- Ability to maintain a high level of confidentiality and prior experience working with confidential information;
- Excellent organizational and problem solving skills;
- Ability to work independently with minimal supervision and guidance;
- Friendly and professional manner;
- A strong interest in philanthropy.



If you are interested in applying for this volunteer position, please submit a copy of your resume and covering letter, quoting **Charitable Foundation Administrator to:**

Human Resources
Raymond James Ltd.,
2100 – 925 West Georgia Street
Vancouver BC V6C 3L2
Email: resumes@raymondjames.ca

This volunteer posting will remain open on an ongoing basis.

We require applicants to complete a background verification process prior to commencing volunteer activities, including but not limited to a credit and criminal record check. We sincerely thank all applicants who express an interest in this role: only those being directly considered will be contacted.

Raymond James Ltd. recognizes the value of a diverse workforce and appreciates the unique skills and special contribution of each employee. We are committed to accessibility for candidates through all stages of the recruitment process. Should you require accommodation, please contact Human Resources via email at resumes@raymondjames.ca.