



Position Title: Administrative Assistant, Major Gifts
Department: Major Gifts
Position FTE: Permanent, Full-Time (FTE = 1)
Reporting Structure: Reports to the Director of Major Gifts

Summary

The Conservative Fund Canada (chief agent for the Conservative Party of Canada) is recruiting for an Administrative Assistant, Major Gifts. The Administrative Assistant, Major Gifts is responsible for providing support and service to the Director of Major Gifts. The Administrative Assistant, Major Gifts will also be a key resource person and provide related administrative support to high end Party Donors and other members of the Executive team. Duties will include preparing and maintaining documents and reports, correspondence, filing, reports and presentations, event planning/organization, and other duties as required.

The Administrative Assistant, Major Gifts will provide the highest level of support and service in a timely, professional and discreet manner.

Duties and Responsibilities include, but are not limited to:

- Provide support to the Director of Major Gifts, high end Donors and other members of the Executive team.
- Work independently and within a team on special / nonrecurring and ongoing projects, which may include planning and coordinating multiple presentations, disseminating information, and organizing Party events.
- Prepare correspondence.
- Monitor incoming mail for Major Gifts donations.
- Manage major gifts archives and filing.
- Manage various lists to assist in the fundraising duties of the Director of Major Gifts.
- Enter donor information, event invitation and participant lists on appropriate technology.
- Coordinate guest lists, food service arrangements, menu planning, decorative and table set up, nametags and staffing for events.
- Responsible for communications and marketing in support of special events.
- Coordinate production and distribution of print materials for donor and participant solicitations and/ or event promotion.
- Assist in coordinating Major Gift activities with all other affected departments within the Party.
- Report writing as required.
- Keep abreast of developments in the Party and in national politics generally.



- Other duties and projects as assigned

Knowledge, Skills, And Abilities Required:

- Ability to plan, schedule and coordinate multiple activities in a deadline-driven environment with changing priorities/requirements.
- Ability to communicate fluently and persuasively, as well as the ability to write clearly and concisely.
- Well-developed communication skills including a thorough understanding of business letter and report writing techniques including appropriate English (and French) usage, spelling, grammar, and punctuation.
- Well-developed interpersonal, organizational and time management skills.
- Ability to apply judgment, exercise initiative and respond quickly in a fast-paced work environment.
- Demonstrated professionalism, tact and discretion in handling sensitive and confidential information and situations when interacting with all levels of management throughout the Party.
- Possess strong investigative and problem-solving skills with the ability to follow a problem through to its conclusion.
- Knowledge of the overall structure of the Conservative Party of Canada.
- Ability to maintain confidentiality at all times.
- Organized, good judgment and the ability to work independently.

Knowledge Desirable:

- Knowledgeable about the Canadian federal political system and the principles, policies and culture of the Conservative Party of Canada.

Technical Skills:

- Proficient ability to use technology within a Windows based environment, including MS Word, Excel, PowerPoint and Outlook.

Interested candidates must send their resumes at the latest by May 23rd, 2018:

Conservative Party of Canada
130 Albert Street, Suite 1720
Ottawa (Ontario) K1P 5G4
Fax: 613-755-2001
Emails: jobs@conservative.ca



Conservative Party of Canada • Parti conservateur du Canada

1720 - 130 ALBERT STREET • OTTAWA, ONTARIO K1P 5G4
PHONE: 613-755-2000 • FAX: 613-755-2001

130, RUE ALBERT, BUREAU 1720 • OTTAWA (ONTARIO) K1P 5G4
TÉLÉPHONE : (613) 755-2000 • FAX : (613) 755-2001

The Conservative Fund Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Only candidates selected for an interview will be notified. We thank all applicants for their interest in working for the Conservative Party of Canada.