



---

## Database Coordinator

---

### About Eldercare Foundation of Vancouver Island

Eldercare is a registered charity that believes that all seniors deserve the chance to age with dignity. We pursue this vision by raising funds to enhance care and quality of life for local seniors in need.

Established in 1982, Eldercare's work includes:

- enriching the lives of seniors living in long-term care
- helping seniors struggling with chronic illness to continue living safely in their own homes
- supporting research and education initiatives aimed at improving seniors' care

At present, more than 2,000 Vancouver Island seniors are touched by Eldercare programs each month.

### Position Overview

Reporting to the Executive Director, the Database Coordinator is responsible for the integrity, accuracy, and strategic use of Eldercare's donor database. This role ensures the timely and accurate processing of gifts, maintains high-quality donor records, and provides the data and reporting needed to support fundraising campaigns, donor stewardship, and organizational planning.

The Database Coordinator plays a critical behind-the-scenes role in ensuring that every donor interaction is recorded accurately and that fundraising efforts are supported by reliable and actionable information.

### Key Responsibilities

- **Donor database administration:** Maintain and oversee Eldercare's Raiser's Edge database, ensuring accuracy, consistency, and completeness of donor records
- **Gift processing:** Process all donations (online, cheque, cash, EFT, securities, Gifts-In-Kind, and other gifts) in a timely and accurate manner; generate tax receipts and acknowledgements in compliance with CRA regulations
- **Data entry and record maintenance:** Enter and update donor information, manage constituent records, soft credits, tributes, and relationships; perform regular data cleaning and de-duplication
- **Online forms management:** Create and maintain online donation and event registration forms, and ensure all forms are functioning properly
- **Reporting and list generation:** Generate reports, queries, mailing lists, and segmentation lists to support direct mail appeals, e-appeals, events, donor recognition, and campaign planning

- **Data integrity:** Develop and document database procedures to ensure consistency of data entry, and compliance with privacy legislation
- **Results tracking:** Assist in tracking fundraising performance and key metrics; support the preparation of reports for the Executive Director
- **Event support:** Support event registration tracking and reconciliation; provide post-event data and performance reports
- **Administration:** Assist with reconciliation between the database and accounting records; support Eldercare’s Donor Relations functions as required

### Qualifications

- Post-secondary education in business administration, information management, or a related field, or an equivalent combination of education and experience
- Minimum 2–3 years’ experience working with a fundraising database, preferably Raiser's Edge
- Demonstrated experience in gift processing and tax receipting within a charitable organization
- Exceptional attention to detail and commitment to data accuracy
- Proficiency in Microsoft Office Suite, particularly Excel
- Experience creating online donation and event registration forms
- Ability to generate queries, reports, and mailing lists to support fundraising initiatives
- Strong organizational skills and ability to manage multiple priorities and deadlines
- Understanding of donor confidentiality, privacy requirements, and CRA receipting regulations
- Knowledge of the charitable sector and donor stewardship principles
- Basic understanding of data reconciliation for bookkeeping and month end reporting considered an asset
- Commitment to the well-being and dignity of the elderly population

### Working Conditions

- Primarily office-based with some flexibility in scheduling
- Occasional evening or weekend work may be required during peak campaign or event periods
- Successful completion of a Criminal Record Check to work with a vulnerable sector

### Salary and Benefits

- Full-time position with flexible schedule
- Salary range: \$28.21 - \$32.05 per hour
- Island Health extended health and dental coverage
- Municipal Pension Plan

### How to Apply

- Please send a cover letter and resume to the attention of Tom Arnold, Executive Director, Eldercare Foundation at [info@eldercarefoundation.org](mailto:info@eldercarefoundation.org)
- The deadline to apply is Sunday, April 12, 2026.