



IWK Foundation

Data Entry Specialist

Who We Are:

The IWK Foundation, together with its donors, strives to be the catalyst to revolutionize health care and research for women and children. The IWK Foundation is committed to continuous improvement and running a business that is entrepreneurial, innovative, and based on strong values.

What We Need:

Reporting to the Manager, Finance, we are looking for a Data Entry Specialist who has proven experience in data entry, is a team player and is fully committed to the Foundation's purpose.

In this key role, you need to be a seasoned data entry professional who is results-oriented; able to quickly follow processes and procedures, without deviation. You have excellent time management and organizational skills, with precise attention to detail. You are great at communicating, and fully understand your success builds success for others in the organization. You are focused and can be relied upon to work independently to meet the objectives within the organization. Lastly, you understand the critical importance of confidentiality and privacy of the data and information you work with.

Responsibilities:

- Enter donor information into our database and update donor records accordingly.
- Process and review donor acknowledgements and receipts.
- Run data quality reports daily, weekly, and monthly.
- Prepare and maintain electronic and paper documentation as it relates to this role.
- Work with IWK Foundation Relationship Managers to research and obtain information for entry, as required.
- Demonstrate good judgement and communication skills to collaborate with others to complete key functions of the role.
- Openness to change in the fast paced world of data entry.
- Serve as a backup for team member functions, as required.
- Other tasks and responsibilities as assigned.

Who You Are:

You are a data entry enthusiast who understands the integrity and importance of correct information and accuracy.

You offer:

- Post-secondary education is preferred.
- At least 2 years of experience in data entry in increasingly complex data entry roles.
- Experience with donation software such as Blackbaud Raisers Edge, would be an asset
- Previous experience in a not-for-profit role is an asset.
- Ability to prioritize and focus on competing priorities and deadlines.
- Enjoy a fast-paced environment.

You are a values-based individual who enjoys working with a dedicated and hardworking team.

What Do You Do Now?

If you are passionate about children's and women's health, with a desire to be a part of something important in our communities, hearing patient stories, meeting patients, patient families, donors and other health care professionals impacted by the work the Foundation does each day, then this is your opportunity! The IWK Foundation also provides a competitive compensation package.

If this role seems right for you, please provide a cover letter outlining why you believe it is a fit, along with your resume to iwkcareers@iwkfoundation.org. We thank all candidates but only those selected for an interview will be contacted.

We welcome all applicants who self-identify as Indigenous, Black/African Nova Scotians, Persons of Colour, Immigrants/Newcomers, Persons with Disabilities and 2SLGBTQIA+ to apply and represent the communities that we support.