



## **Executive Administrator**

### **THE OPPORTUNITY:**

The Glenrose Rehabilitation Hospital Foundation is seeking an experienced Executive Administrator to join our team. With a dual reporting line to the President & CEO and the Vice President, the successful candidate will provide support and coordination on foundation activities and processes. The successful candidate actively permeates our culture of goodwill and philanthropy in the community. The ideal person is highly organized and can ensure the integrity of our records and donor interactions. They will manage multiple projects and tasks at one time while working collaboratively with others in various working groups.

### **ABOUT THE GLENROSE REHABILITATION HOSPITAL FOUNDATION:**

We reimagine human ability. We work to educate, inspire and create awareness while fostering relationships with stakeholders. We raise and provide critical funding for initiatives that are core to our vision and support patients and their families. We continuously seek to push beyond the boundaries of what's possible to keep the Glenrose Rehabilitation Hospital at the forefront of rehabilitative care.

### **KEY RESPONSIBILITIES:**

- Maintain executive calendars, track commitments, goals, projects and tasks.
- Administrative support role for all departments, including calendar booking, preparing and managing documents.
- Prepare and manage documents for the Board of Trustees.
- Attend board meetings and other Glenrose Foundation meetings, prepare agendas, take minutes, capture action items, and ensure follow-through.
- Responsible for all gift entry, issues thank you letters and tax receipts and data retrieval as needed on a timely basis.
- Supports events and other fundraising activities.
- Represents the Foundation on committees.
- Other duties as required.

### **SKILLS AND QUALIFICATIONS:**

- Relevant diploma in administration, business or communications; equivalencies will be considered.

- 3-5 years of relevant experience.
- Work experience in a not-for-profit organization is preferred.
- Experience with Aprio and Raiser's Edge is an asset.
- Keen ability to identify needs, troubleshoot issues, work collaboratively, manage relationships strategically and align interests.

**Security Clearance Check:**

All new employees must provide a satisfactory Canadian criminal record check at the start of their employment.

**Hours of Work:**

7.75 hours per day, 5 days per week, occasional evenings and weekends.

Location: Glenrose Rehabilitation Hospital, 10230 – 111 Ave NW, Edmonton, AB.

**Salary Range:**

\$50,000 - \$58,000, dependent on experience

**APPLYING:**

Please include a cover letter with your resume.

Closing Date: March 3, 2023

Forward resume with cover letter to:

info@glenrosefoundation.com

*The Glenrose Foundation is an equal opportunity employer. We welcome applications from people with disabilities, and we can provide accommodations during hiring processes. We value the diversity of the people we hire and serve. Diversity at the Glenrose Foundation means fostering a workplace in which individual differences are recognized, appreciated and respected, as well as responded to in ways that fully develop and utilize each person's talents and strengths.*

**For more information** about our accessible workplace, including disability accommodation, please get in touch: [info@glenrosefoundation.com](mailto:info@glenrosefoundation.com)