



Everyone has a unique story to tell.

For almost 40 years, Cornerstone Housing for Women has provided emergency shelter and supportive housing to thousands of women experiencing homelessness. Our **mission** is to provide a continuum of housing and support for women and gender-diverse people that is inclusive and reduces barriers. Our **vision** is that everyone has a home in a community that supports them to live with dignity and hope.

Our organization serves women and gender-diverse people over the age of 18. We currently have four permanent housing communities and are excited to announce that we are opening a fifth location in the spring of 2024!

As a result of this exciting opportunity, we are seeking for an **Administration and Database Coordinator to join our team for a 12-month contract.**

The Administration and Database Coordinator play a vital role in the Development and Communications team by ensuring our donor information and database are up to date. This will include processing gifts into our Customer Relations Management software (Raiser's Edge), responding to initial donor requests, and acting as the main point of contact for our in-kind donation program. This position will play a key role in our Eccles Housing Residence Campaign, providing administrative and clerical support.



Our ideal candidate will have a university or college degree in a related field or a suitable combination of education and experience. 1 – 3 years of relevant experience in donor relations and stewardship with experience with CRM software is required. Bilingualism and previous experience with Raiser's Edge would be a considerable asset.

We offer a comprehensive benefits package, flexibility, and opportunities for development. The salary range for this role is **\$46,000 to \$55,000** per annum and will be commensurate with experience.

At Cornerstone Housing for Women, you'll be proud of the work that you do. Our team members strive to make an impact in their community, they are passionate about ending homelessness, and they value inclusion.

If you are passionate about being part of the solution to ending homelessness and giving hope to vulnerable women and gender-diverse people in Ottawa, we encourage you to submit your resume and cover letter to careers@cornerstonewomen.ca here **by 5:00pm June 1st, 2023.**