

JOIN OUR TEAM & HELP TRANSFORM LIVES

Agence Ometz is a Jewish human services agency offering social, employment and immigration services to help people fulfill their potential in order to secure a vibrant, growing community where people care for themselves and each other. Our work is guided by our core values of self-sufficiency, inclusivity, human dignity, caring communities and excellence.

Meaning courage in Hebrew, Ometz is a reflection of the courage of those who seek our support in transforming their lives.

By joining Ometz, you will work with a team of professionals who are compassionate, engaged and inspiring at an organization that has been consistently ranked in Leading Edge surveys, by our own exemplary staff, as a highly supportive and meaningful place to work. Help make our vision a reality – **Apply today!**

Development Assistant

Full-time, contract

Start Date: September 28, 2026

JOB SUMMARY

The Development Assistant plays a key role in supporting the Development team by coordinating donor stewardship activities, maintaining the donor database, assisting with fundraising campaigns and events, preparing reports, and providing administrative support.

RESPONSIBILITIES

- Support the planning, implementation, tracking, and reporting of fundraising campaigns, including monitoring donor outreach and campaign performance.
- Coordinate donor stewardship activities, including thank-you letters and emails, tribute cards, tribute donations, and the annual Month of Thanks initiative.
- Manage and maintain the DonorPerfect database, ensuring accurate donor records, data entry, contact notes, and data integrity.
- Generate donor, campaign, segmentation, and fundraising reports using DonorPerfect, Microsoft Access, and other database systems.
- Assist with the planning, coordination, logistics, and administration of fundraising and stewardship events, including post-event follow-up.
- Coordinate meetings by scheduling, preparing agendas, recording minutes, and maintaining related documentation.
- Provide additional administrative support to the Development Committee, Committee Chairs, and the Marketing and Development departments.
- Develop expertise in DonorPerfect and provide ongoing support and guidance to team members

REQUIREMENTS

- Minimum of 2 years of experience in an administrative, fundraising, or development role, preferably within the non-profit sector.
- Experience supporting fundraising campaigns, donor stewardship, and development operations.
- Experience using DonorPerfect is a strong asset
- Proficiency in Microsoft Office, particularly Excel, Word, Outlook, and Access.
- Excellent organizational skills with strong attention to detail and a high degree of accuracy.
- Ability to manage multiple priorities, meet deadlines, and work independently and as part of a collaborative team
- Strong analytical and reporting skills, with experience generating lists and reports from database systems.
- Ability to maintain confidentiality and exercise discretion when handling donor information.

Please submit your CV and letter of interest to HR@ometz.ca

We thank all candidates for submitting their résumés. Only those selected for interviews will be contacted.