



JOB OPPORTUNITY
DONOR SERVICES ASSISTANT
Part time (20h/w) | Annual salary \$30,000-\$36,400
(*\$28.84/hour - \$35.00/hour*)

ABOUT SIERRA CLUB BC

Sierra Club BC (SCBC) is the longest-running environmental charity in B.C. with over 55 years of experience speaking up for forests, biodiversity and a stable climate. From the grassroots to the forest canopy, from the classroom to city hall, we work alongside communities to build a brighter future for the people and places we love.

We are committed to justice, diversity, equity, and inclusion in both our hiring practices and work environment. We encourage women, people of Indigenous ancestry, people of colour, and LGBTQIA2SP individuals and members of other diverse communities to apply for careers with our organization.

ABOUT THE ROLE

Are you a detail-oriented, systems-savvy person who enjoys data and building positive connections with donors? If so, we'd love to work with you!

We are looking to hire a part time Donor Services Assistant. This role is responsible for regular and accurate entry and maintenance of donations and member information. The ideal candidate is someone that is comfortable navigating different platforms, has a keen eye for detailed data entry and enjoys communicating with people over the phone and through email, especially about environmental issues. Success in this role means maintaining highly accurate donor records, ensuring timely processing of gifts, and contributing to a positive and responsive donor experience.

This role reports to the Manager of Donor Stewardship and Engagement and works closely with our Development and Finance departments. Sierra Club BC maintains a largely remote work environment with some (1-2 days/week) in-person work required at our office located in Victoria, B.C. Only applicants based in the Victoria area will be considered.

RESPONSIBILITIES

- Enter and maintain all donations, grant payments, and donor information in Salesforce and related platforms (e.g., Fundraise Up), ensuring accuracy and completeness.
- Process donations from a variety of sources (cash, cheque, online platforms, third-party fundraising tools such as CanadaHelps).
- Ensure compliance with CRA charitable receipting guidelines and data privacy standards.
- Support effective reporting and tracking in Salesforce to maintain clean, reliable data and support fundraising strategies.
- Respond to donor inquiries related to donations, tax receipts, and account updates in a timely and professional manner.

- Support a positive donor experience, including occasional stewardship communications such as gratitude outreach.
- Maintain confidentiality and integrity in handling sensitive donor information.

SKILLS, QUALIFICATIONS AND EXPERIENCE

- Highly detail-oriented with demonstrated accuracy in data entry.
- Excellent organizational, time management, and analytical skills.
- Minimum one year of experience in donor relations, administration, finance, or a related field.
- Ability to handle sensitive information with discretion and confidentiality.
- Strong customer service mindset with a focus on relationship-building.
- Proficiency in Microsoft 365 applications.
- Deep commitment to Sierra Club BC's values and strategic plan, and ability to convey it persuasively to current and prospective supporters.
- Experience working in intercultural contexts and upholding JEDDI (justice, equity, diversity, decolonization, and inclusion) principles.

COMPENSATION

- This is a part-time position, 20 hours per week, with flexible hours and a starting pay rate of \$30,000-\$36,400 (\$28.84/hour - \$35.00/hour).
- Paid vacation (4 weeks pro-rated for part-time hours) plus additional week of paid time off during holiday office closure.
- Benefits package including health, vision, dental and other supports for wellness.
- Personal and professional development opportunities are available.

HOW TO APPLY

- Submit a CV and cover letter in a consolidated document, with the words "Application for Donor Services Assistant" in the subject line to Liz Reed, HR Manager, at hr@sierraclub.bc.ca.
- Applications received by midnight on Sunday, June 7th, 2026, will receive priority consideration for interviews. The posting will remain open until the position is filled.
- This position is based in Victoria, B.C. We offer a flexible hybrid work model with 1-2 days per week in office and 1-2 days remotely. **Applications outside the Victoria region, other provinces or internationally will not be considered.**
- No phone calls please. Only those candidates who are short-listed will be contacted. We thank you for your time in applying to Sierra Club BC for this role.