

Finance and General Office Administrator

Location: Corporate Head Office (On-site), 440 Dovercourt Drive, Unit #2, Winnipeg, MB

Reports To: Director, Governance and Operations

Direct Reports: None

Type: Full-Time (37.5 hrs/week), *Temporary (parental leave cover)*

Organized. Independent. Impactful. Is This You? Become Our Finance & Office Administrator. Help keep our Winnipeg head office running smoothly while supporting our finance team.

POSITION OVERVIEW

The Finance Department & General Office Administrator (Administrator) will work in partnership with the Abundance Canada Finance Team and the Corporate Head Office Team to provide superior support and customer service. As part of the Winnipeg-based Corporate Head Office team, the Administrator will support the administrative tasks of the Finance Department and help ensure the smooth running of our Winnipeg office. The Administrator will possess strong organizational skills, with the ability to take initiative, work independently with minimal supervision, manage time effectively, remain flexible, and make sound decisions.

KEY RESPONSIBILITIES

Finance Department

- Prepare and send finance-related correspondence (e.g., mortgage and insurance letters)
- Create and maintain donor, vendor, and project files (physical/electronic)
- Assist in documenting procedures, checklists, forms, and reports
- Support Regional Office Administrators with finance-related data entry
- Print and organize documents, including expense reports and disbursement requests
- Perform other finance-related administrative tasks as assigned

Corporate Head Office, Winnipeg

- Act as primary contact for client inquiries (email, phone, walk-in).
- Greet walk-in donors/guests and notify relevant staff
- Coordinate front desk coverage with Winnipeg-based Regional Admin (Mon–Fri, 8:30–4:30).
- Manage incoming/outgoing mail, faxes, emails, and couriers



- Oversee office equipment, supplies, and common areas; notify Director when ordering is needed
- Maintain tidiness in shared spaces (e.g., dishwasher, water dispensers)
- Support planning and execution of in-person staff events
- Perform other general office administrative tasks as assigned

QUALIFICATIONS

Experience, Qualifications & Expertise

- Previous experience as an Administrative Assistant or relevant role is required
- Intermediate working experience with Office 365 for Business suite (Word, Excel, PowerPoint, Outlook, and SharePoint)
- Familiar and experienced with various office workflow systems
- Experience working with customer relationship management systems

Skills & Attributes

- Detail oriented
- Works independently and is a self-starter while also functioning as part of a team
- Ability to do routine work
- Excellent verbal and written communication skills
- Takes steps to locate appropriate resources to accomplish tasks
- Ability to manage competing priorities
- Proficient computer skills, including MS Word, PowerPoint, Excel, and Outlook
- Employs sound thinking in discussions, decision-making making and problem-solving
- Demonstrates integrity, professionalism and excellent interpersonal skills that are required to handle both internal and external communications with tact and diplomacy
- Flexible attitude and team spirit
- Routine decision making and handles standard problems; uses guidelines to make decisions; escalates non-routine problems; seeks regular guidance from manager.



WHAT TO EXPECT AND NEXT STEPS

What We Offer

Working at Abundance Canada means committing to the mission and values of the charitable sector, including transparency, accountability, and service excellence. You will be joining a close-knit team that combines their passion for community, their skills and expertise to advance strategic gift planning in Canada to impact communities around the world.

The hiring salary for this position is \$38,000 per year along with a comprehensive benefits package.

Position Requirements

- Office-based role, with regular exposure to a computer screen
- Some lifting required (postal deliveries)

Our Recruitment Process

Qualified applicants should submit their resume and cover letter care of Courtney Feldman, Director, Capacity Building & Strategy at cfeldman@abundance.ca.

Applications will be reviewed as they are received, but we encourage applying by October 24 for full consideration. All inquiries and applications will be held in strict confidence.

We are committed to a fair, transparent, and accessible hiring experience. Here's what you can expect:

1. **Application Review** – Our team will carefully review all applications against the posted qualifications.
2. **Initial Call** – Shortlisted candidates will be invited to a brief phone call to confirm qualifications noted in application. (Anticipated completion date: October 28)
3. **Initial Interview** – Shortlisted candidates will be invited to an in-person interview to discuss technical skills and experience. (Anticipated completion date: October 31)
4. **Second Stage** – Finalists will complete a brief skills assessment and participate in a short in-person interview focused on alignment with organizational culture. (Anticipated completion date: November 4)
5. **Decision & Feedback** – We aim to provide updates at each stage.

Accommodations are available on request for candidates taking part in all stages of the selection process. If you require any accommodations, please contact Courtney Feldman, Director, Capacity Building & Strategy at cfeldman@abundance.ca, or by phone at 204-488-1985.

We thank all applicants for their interest. Only candidates selected for an initial call and future interviews will be contacted.



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ABOUT ABUNDANCE CANADA

At Abundance Canada, we believe that generosity changes everything®. It is transformational for both donor and recipient. We have been supporting donor advised funds for over 50 years, making us a leading authority in the Canadian gift planning sector. Beyond our financial acuity, we are pioneers in ethical and responsible investing, ensuring that our investment policies embrace social responsibility.

Thinking outside the box to maximize charitable dollars to effect change is something our team excels at. Through the generosity of our donors, Abundance Canada has supported over half a billion in grants since our inception.

We are in an exciting period of our history as we reimagine what it looks like to support community impact in Canada. Join our quickly growing team and help us achieve a future defined by sustainable, world-changing generosity.



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