

JOB POSTING

APPLICATION INSTRUCTIONS

1. Deadline is June 15, 2019. Please note: we anticipate considerable interest in this exciting role to influence Hamilton as a thriving community. Because HCF is a small organization committed to attracting and recruiting people who will contribute to the culture and positive impact in the community, we appreciate your patience as we respond.

2. Please submit an up-to-date resume with cover letter to akemp@bdrconsultants.com. Please include in the subject line of the email "Response to HR – HCF".

In your cover letter, please answer the following questions:

- Why would you like to work for Hamilton Community Foundation?
- Why are community foundations important as a charitable giving option?
- What does donor stewardship mean to you?
- What do you have to contribute?

THE ROLE

Hamilton Community Foundation (HCF) has a very clear vision: a vibrant, inclusive Hamilton. We achieve this through our mission, which is to drive positive change by connecting people, ideas and resources.

At HCF our values are: inclusion, collaboration, accountability, responsiveness and empowerment.

The successful candidate has a strong interest in and connection with our community and would like to use this knowledge and know-how to work closely with a wide range of donors and prospective donors in fulfilling HCF's mission. You will also play a role in creating and executing a strategic plan that ensures comprehensive, high quality donor development and stewardship.

WHAT WE'RE LOOKING FOR

We are looking for an individual with an excellent track record in cultivating and stewarding donor relationships. You have demonstrated an ability to build relationships and work with a variety of prospective and existing individual donors, corporations and private foundations to help them achieve their charitable goals. You know Hamilton well and have built a broad network of relationships over the past several years.

The Senior Philanthropic Services Officer is an important member of the Foundation's Philanthropic Services team. He/she must be able to work well independently as well as with colleagues across the organization.

In this role you will be responsible, along with your colleagues, for developing a network of professional advisors to ensure HCF remains a preferred choice for the referral of clients. As well, you will contribute to HCF's online presence and outreach by actively participating in social media communications.

In the role of Senior Philanthropic Services Officer you will contribute to the department's strategic and annual operating plans and assume the lead role in selected strategies. You will respond to internal as well as external requests for information from a variety of audiences and provide advice on issues related to charitable giving, including planned giving options.

To be successful in this role, you'll need to have highly developed communication skills, be able to handle and explain complex situations and ideas and be skilled at asking evocative/discovery-type questions to uncover key information. You'll also need to have a high level of empathy, emotional intelligence and the ability to cultivate relationships with a broad audience in order to quickly build personal and foundation credibility.

WHERE YOU ARE NOW:

At this point in your career you have at least 10 years of related work experience including experience in the not for profit sector

You have the following specific qualifications:

- Post-secondary education.
- A combination of related education and experience in the not-for-profit sector related to donor services and/or community or asset development is required. You may have played a leadership role in a small or medium non-profit or worked in a senior development role in a well-established organization.
- A strong understanding of HCF and the role it plays within both the local and larger community as a whole.
- Knowledge of the Hamilton community including business, government and the charitable landscape in the city.
- Excellent interpersonal and communication skills, both written and verbal.
- Ability to handle complex and/or challenging situations with the right level of sensitivity and cadence.
- Strong organizational and time management skills with attention to detail.
- Strong analytical skills.
- Proficient with Microsoft Office (Word, Excel, some PowerPoint) and the Internet. Familiarity with donor management software is an asset.
- Can manage multiple priorities and meet deadlines.
- Ability to problem solve and conduct research.
- Initiative and the ability to work with minimal supervision and collaboratively as a team member.
- Intellectual curiosity
- Initiative in meeting people and making connections
- Ability to convene and facilitate groups
- Collaboration

ABOUT HAMILTON COMMUNITY FOUNDATION

Hamilton Community Foundation (HCF) is part of a network of over 191 Canadian community foundations that contribute time, leadership and financial support to initiatives that benefit their community most.

Community foundations are charitable organizations dedicated to improving communities in specific geographical areas. They do this by pooling the charitable gifts of donors to create endowment funds and using the investment income to make grants. Some community foundations support a town or a city, while others support an entire province.