

**JOB POSTING
SENIOR PHILANTHROPIC SERVICES OFFICER (Full-time/part-time)**

APPLICATION INSTRUCTIONS

1. Deadline is January 10, 2020.
2. Please submit your resume with cover letter to recruitment@hamiltoncommunityfoundation.ca and include in the subject line of the email "Senior Philanthropic Services Officer".

THE ROLE

Hamilton Community Foundation (HCF) has a clear vision: a vibrant, diverse and inclusive Hamilton. We achieve this through our mission, which is to drive positive change by connecting diverse 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, prospective donors and professional advisors 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 someone with an excellent track record in cultivating and stewarding donor relationships and building a network of professional advisors. You have demonstrated an ability to build relationships and work with a variety of prospective and existing individual donors, businesses and private foundations to help them achieve their charitable goals. You know Hamilton well and have built a broad network of relationships. You have a deep understanding of planned giving and may have experience with bequest administration.

The Senior Philanthropic Services Officer is an important member of the Foundation's Philanthropic Services team. You must be able to work well independently as well as with colleagues across the organization. There is flexibility in this role for either part-time or full-time employment.

As Senior Philanthropic Services Officer you will contribute to the department's strategic and annual operating plans and lead selected strategies. You will respond to internal and external requests for information from a variety of audiences and advise 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 a high level of empathy, emotional intelligence and be able to cultivate relationships with a broad audience to build personal and foundation credibility quickly.

WHERE YOU ARE NOW:

You should have at least 10 years of relevant experience.

You have the following qualifications:

- A combination of related education and experience, possibly in the not-for-profit sector, related to donor services, planned giving and/or community or fundraising.
- Knowledge of the Hamilton community and its charitable landscape.
- Strong organizational and time management skills with attention to detail.
- Strong analytical skills.
- Initiative in meeting people and making connections as well as the ability to convene and facilitate groups.
- Proficient with Microsoft Office (Word, Excel, some PowerPoint) and the Internet. Familiarity with donor management software is an asset.

ABOUT HAMILTON COMMUNITY FOUNDATION

Hamilton Community Foundation 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.