

HAMILTON COMMUNITY FOUNDATION

JOB POSTING PHILANTHROPIC SERVICES OFFICER (full-time)

THE ROLE

We are looking for a person to provide excellent service to a portfolio of diverse donors, to play a key role in our plan to grow relationships with a variety of audiences and to develop appealing content for stakeholder groups.

WHAT WE'RE LOOKING FOR

As the successful candidate, you will have an understanding of best practices related to cultivating and stewarding donor relationships. You are a great communicator with experience writing for a variety of audiences (donors, potential donors, professional advisors). You are familiar with common donation options including planned gifts, giving circles and annual gifts and are interested in learning about complex donations and creative donor solutions.

The Philanthropic Services Officer is an important member of the Foundation's Philanthropic Services team who is able to work well independently as well as with colleagues across the organization. You will respond to internal and external requests for information from a variety of audiences and participate in executing our strategic and operating plans.

To be successful in this role, you'll need to have well developed communication skills, be able to comprehend basic financial documents and build strong and authentic relationships.

WHERE YOU ARE NOW:

Ideally, you have the following qualifications:

- A combination of related education and experience, possibly in the not-for-profit sector, related to donor services, fundraising and/or communications.
- Knowledge of the Hamilton community and its charitable landscape, or willingness to learn
- Strong organizational and time management skills with attention to detail
- Proficiency with Microsoft Office
- Familiarity with donor management software is an asset

ABOUT HAMILTON COMMUNITY FOUNDATION

Hamilton Community Foundation (HCF)'s vision is a vibrant, inclusive Hamilton and has a mission to drive positive change by connecting people, ideas and resources. We do this by helping people give in a way that has meaning to them and impact in the community, providing grants and financing to charitable organizations and initiatives and bringing people together to address priority issues that affect Hamiltonians. Last year HCF gave almost 900 grants to over 300 charities, totalling \$11.54 million. We also provided loans of \$9.9 million to charities and non-profits across Hamilton.

HCF is part of a network of close to 200 Canadian community foundations that contribute time, leadership and financial support to initiatives that benefit their community most.

APPLICATION INSTRUCTIONS

1. Deadline is May 10, 2021
2. Please submit your resume with cover letter to recruitment@hamiltoncommunityfoundation.ca and include in the subject line of the email "Philanthropic Services Officer"

Hamilton Community Foundation is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. We encourage applications from diverse populations and equity-seeking groups, including applicants who require accessibility accommodations. If contacted for an employment opportunity, please advise us if you require an accommodation. We thank all applicants; however, because we anticipate a high volume of applicants, only candidates selected to be interviewed will be contacted.