APPLICATION INSTRUCTIONS
1. Application deadline is August 28, 2023.
2. All applicants are asked to submit a resume with cover letter answering the following questions:
   - Why would you like to work for Hamilton Community Foundation?
   - Describe your relevant education, work and/or volunteer experience.
3. We appreciate your interest but only applications who include a resume and cover letter will be considered and only applicants invited for an interview will be contacted.
4. Resumes and cover letters should be sent to: Recruitment@hamiltoncommunityfoundation.ca
5. For questions about this position, please contact Recruitment@hamiltoncommunityfoundation.ca

Salary Range: $60,000 to $65,000, commensurate with experience plus additional compensation in lieu of benefits.

Job type: This is a full-time contract position, working in a hybrid work environment. The contract position is covering a permanent staff on leave. The contract will begin as soon as possible in fall 2023 and ends December 31, 2024, with possible extensions. This is a hybrid position and applicants must be willing to work in the Hamilton Community Foundation office minimum two days a week.

Hours: Monday-Friday. Hours are typically 8:30 am-4:30 pm although there is some flexibility on the hours based on applicants’ preferences. Occasional after-hours events may be required.

Condition of Employment: As a condition of employment, you are required to provide proof that you are fully vaccinated against COVID-19 or provide proof of valid exemption satisfactory to HCF prior to your start date. You must acknowledge and agree to comply with any future COVID-19 vaccine policy requirements as a condition for ongoing employment.

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 philanthropic services team and help organize information and events.
As the successful candidate, you will enjoy organizing multiple projects and working in a small team, and have an understanding of best practices related to stewarding donor relationships. You are a great communicator with experience relating to 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, and 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, organize a variety of event details and donor documents, and participate in executing our strategic and operating plans.

To be successful in this role, you’ll need to have a willingness to learn and have related or transferrable skills. You will have a positive attitude, be organized, work well in a team, have well developed communication skills, and be able to comprehend basic financial documents. You will share a commitment to HCF’s values of equity, reconciliation, courage, relevance, accountability and collaboration.

WHAT WE’RE LOOKING FOR

Ideally, you have the following qualifications:

• A combination of related education, work and/or volunteer experience, possibly in the not-for-profit, legal or finance sector, related to donor services, administration, fundraising and/or communications.
• Knowledge of the Hamilton community and its charitable landscape, or a willingness to learn.
• Strong organizational and time management skills with attention to detail
• Proficiency with Microsoft Office (Word, Excel, PowerPoint, Access).
• Familiarity with donor management software is an asset.
• Ability to manage multiple priorities and meet deadlines.
• Initiative and the ability to work with minimal supervision as well as collaboratively as a team member.
• A commitment to equity, diversity and inclusion, and a sensitivity to the barriers and challenges faced by equity-deserving communities.

ABOUT HAMILTON COMMUNITY FOUNDATION

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.

For additional information about working at Hamilton Community Foundation, please visit: https://www.hamiltoncommunityfoundation.ca/about/careers/.

Hamilton Community Foundation (HCF)’s vision is a vibrant, diverse, and inclusive Hamilton and our mission is 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 942 grants to 378 charities and provided loans of $18.3 million to charities and non-profits across Hamilton.

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