

HAMILTON COMMUNITY FOUNDATION

JOB POSTING ADMINISTRATIVE ASSISTANT, GRANTS & PHILANTHROPIC SERVICES

THE ROLE

We are looking for a person to support both the Grants & Community Initiatives and the Philanthropic Services teams by providing administrative and technical support. This includes processing grants, maintaining grant records, and generating related reports for a group of donor funds. Additionally, this role includes inputting donations, generating donation reports, playing a role in donor services related to donation processing and donor advised granting, and reception relief.

WHAT WE'RE LOOKING FOR

As the successful candidate, you will have an understanding of office administration and the non-profit sector. You are a communicator who easily connects with people from all areas of our work. You have some administration experience including data management.

The Administrative Assistant, Grants & Philanthropic Services is an important member of the Foundation's 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.

To be successful in this role, you'll need to have strong administrative, technical and database management skills, as well as communication skills and the ability to manage multiple projects across teams.

WHERE YOU ARE NOW:

Ideally, you have the following qualifications:

- A combination of education and experience related to providing administrative support, client/donor services 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, with a focus on Excel and Word
- Familiarity with donor management software/computerized customer relations management (CRM)/data base management systems is an asset.

Job type: Temporary / Fixed-Term Contract, hybrid work environment

Hours: Full Time Monday-Friday, 8:30am-4:30pm

Salary Range: \$42,000 to \$49,000, commensurate with experience, plus benefits. Throughout the process, we'll learn more about your skills and experience, which will help us determine your starting salary based on what you bring to the team.

APPLICATION INSTRUCTIONS

1. Deadline is Monday, June 17, 2024
2. To apply please email your resume with cover letter to recruitment@hamiltoncommunityfoundation.ca.

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-deserving 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 over 900 grants to over 300 charities, totalling \$12.6 million. We also provided loans of \$20.8 million to charities and nonprofits 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.