

## JOB POSTING

*Are you looking for an opportunity to use your donor/customer relationship skills in a way that will really make a difference?  
We want to hear from you.*

### THE ROLE

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

Reporting to the Vice-President, Philanthropic Services, The **Administrator, Philanthropic Services** provides high quality and personalized services to HCF's donors. In this role you are responsible for providing a range of donor services including donation acknowledgement and receipting, routine correspondence, facilitation of transactional services related to establishing new funds and grant recommendations, communication to set up meetings, and preparation of proposals and information packages.

As a member of the Philanthropic Services (development and donor services) team you will play a lead role in ensuring that donor information is accurate and up to date in the database and that the systems and processes fully support maintaining relationships and providing excellent service to donors of all types.

In addition, the **Administrator, Philanthropic Services** provides professional administrative services to the department through the coordination of appointments, meeting arrangements, organizing and maintaining donor files and responding to internal and external requests for information from other departments, current and prospective donors and professional advisors.

This is a full-time position, normally 8:30 am – 4:30 pm with periodic evening or early morning requirements. The position is based in Hamilton Community Foundation's office currently located in Jackson Square.

### WHAT WE'RE LOOKING FOR

We're looking for an individual who has strong CRM skills and demonstrated abilities. In combination with your intellectual curiosity, you will enjoy continuously finding ways to provide improved service to donors and other stakeholders.

You will have excellent communication skills (both written and verbal), be attentive to details, demonstrate ability to handle sensitive and confidential information in a discrete fashion and be self-directed while enjoying working as part of a team. This role requires someone who is comfortable and skilled at managing multiple priorities with the ability to meet deadlines.

You will find the mission of Hamilton Community Foundation inspiring and likely have already demonstrated engagement in the Hamilton community.

As well, you will be proficient in a range of technical skills including but not limited to the use of: Microsoft Office, particularly Word, Excel and Outlook; some version of a database or donor management software; and social network platforms.

### **WHERE YOU ARE NOW**

You could currently be in a variety of roles where excellent interpersonal skills and donor or customer service are key and you are looking to apply your many skills in a mission-driven, donor- and community-focused environment. You will likely have an undergraduate degree or community college certificate and definitely will have demonstrated motivation, high standards and maturity in your work and volunteer roles.

### **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. HCF celebrated 60 years of community granting and leadership in 2014. Learn more at [www.hamiltoncommunityfoundation.ca](http://www.hamiltoncommunityfoundation.ca)

### **APPLICATION INSTRUCTIONS**

- Deadline is Friday, September 2, 2016 at 4:30 p.m. EST.
- Please submit an up-to-date resume with cover letter to [recruitment@hamiltoncommunityfoundation.ca](mailto:recruitment@hamiltoncommunityfoundation.ca) or apply through Charity Village.
- No calls please, written submissions only.

In your cover letter, please answer the following questions:

- What appeals to you most about working for Hamilton Community Foundation?
- Why are you uniquely suited to this position?
- How would this role enhance your professional and personal development?