

JOB POSTING

APPLICATION INSTRUCTIONS

1. Deadline is October 6, 2017.
2. Please submit an up-to-date resume with cover letter to careers@odscore.com. In your cover letter, please answer the following questions:
 - Why would you like to work for Hamilton Community Foundation?
 - What was your favourite place to work and why?
 - What work accomplishment are you most proud of to date?

We appreciate your interest, but only applicants being considered for an interview will be contacted.

Hamilton Community Foundation (HCF) has a very clear vision: a vibrant, inclusive Hamilton.

We achieve this through our mission: To drive positive change by connecting people, ideas and resources.

THE ROLE: Manager of Corporate Services

WHAT WE'RE LOOKING FOR

We are looking for an individual with a track record in managing multiple portfolios including finance, IT and operations.

You not only have a passion for contributing to the well-being of our community but also in helping see our organization maximize the use of technology through engagement with users and software providers, training and project management skills. You are enthusiastic about seeing the impact of a technologically savvy organization on effectiveness in delivering mission within budget constraints.

Reporting to/and working with the EVP, Finance and Operations, you will oversee all financial reporting, take responsibility for the maintenance and effectiveness of current information technology platforms including working with users to determine the mid-to long-term IT strategy for the foundation, assist with the oversight of an investment portfolio of close to \$200 million and oversee the effective day-to-day operations of the office.

In this role you will contribute to the department's strategic and annual operating plans and assist in strategy development. You will lead and support the annual organizational budget process.

You will establish and maintain critical relationships and networks with internal and external partners including service providers, board and committee members, Community Foundation networks, and local and government agencies.

To be successful in this role, you will have an understanding and commitment to providing exemplary financial and technical service to both our internal and external stakeholders and will achieve this through outstanding skills and a commitment to HCF's values of inclusion, collaboration, accountability, responsiveness and empowerment.

WHERE YOU ARE NOW:

At this point in your career you have at least 10 years of related work experience.

You have the following specific qualifications:

- Post-secondary programme completion.
- A professional accounting designation is preferred; however, a combination of relevant skills and experience will be considered.
- Strong IT skills including project management skills preferably with a large integrated software system.
- Experience in managing system implementation and training.
- Strong analytical and problem solving skills across functional areas of an organization.
- Strong organizational and time management skills with attention to detail.
- Excellent interpersonal and communication skills, both written and verbal.
- Advanced Microsoft Office (Word, Excel, PowerPoint, Access) skills.
- Ability to manage multiple priorities and meet deadlines.
- Initiative and the ability to work with minimal supervision and collaboratively as a team member.

ABOUT HAMILTON COMMUNITY FOUNDATION

Hamilton Community Foundation (HCF) is part of a network of over 191 Canadian community foundations. We drive positive change in Hamilton by:

Helping people give in a way that has meaning to them and impact in the community.

Like all community foundations, HCF is unique from other charities because donors may support any area of charitable interest including arts and culture, education, health and human services, environment and recreation.

Supporting all aspects of community life through grants and financing to a wide range of charitable organizations and initiatives.

Beyond our traditional granting, HCF is unique in Hamilton because we also offer loans to charitable organizations and initiatives. This puts more of our capital to work for Hamiltonians. We also increase the amount of funds available to Hamilton programs by leveraging partnerships and matching gifts from a range of private and public partners.

Engaging in community leadership by bringing people together to address priority issues that affect Hamiltonians.

Leadership is an HCF hallmark. We mobilize our knowledge, assets and relationships to address emerging community issues and opportunities. We act to drive positive change and foster a vibrant inclusive city.