

HAMILTON COMMUNITY FOUNDATION

JOB POSTING ADMINISTRATIVE ASSISTANT, PHILANTHROPIC SERVICES

THE ROLE

We are looking for a person to provide administrative and technical support to our Philanthropic Services team. This includes administering the setup of new funds, preparing donor letters and tax receipts, supporting estate administration, data entry, maintaining donor and stakeholder database records and contributing to preparing and distributing print and electronic materials. Additionally, this role may involve some event management, direct administrative support to the Director, Philanthropic Services 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 administration experience including data management.

The Administrative Assistant, 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.

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 and the ability to creatively problem solve
- Intermediate level experience, at a minimum, 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
- Experience using Adobe Acrobat Pro and Photoshop is an asset

Job type: permanent, full-time, hybrid work environment

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

Salary Range: \$38,000 to \$48,000, 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.

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 Monday March 21, 2022
2. Please note that HCF has two postings for Administrative Assistants. You can view both postings on our website at www.hamiltoncommunityfoundation.ca. To apply please email your resume with cover letter to recruitment@hamiltoncommunityfoundation.ca, and identify in the subject line whether you are applying to one specific position, or both.

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.

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 an ongoing condition of employment at HCF.