

HAMILTON COMMUNITY FOUNDATION

JOB POSTING ADMINISTRATIVE ASSISTANT, PHILANTHROPIC SERVICES

THE ROLE

We are looking for a highly organized and confident communicator to provide administrative and technical support to our Philanthropic Services team. The primary responsibilities of this role include administration tasks related to setting up new funds, donor letters and tax receipts, supporting estates, data entry, contact database records and preparing and distributing print and electronic materials. Additionally, this role involves some event management, direct administrative support to the Director, Philanthropic Services and reception relief coverage.

WHAT WE'RE LOOKING FOR

You have a background in office administration, which might be in the non-profit sector, you are a strong communicator who easily connects with people from all areas of our work, and you have data management experience.

The Administrative Assistant, Philanthropic Services is an important member of the Foundation's team. You need to be able to work well independently as well as with colleagues across the organization and respond to requests for information from a variety of audiences.

To be successful in this role, you also need well-developed verbal and written communication skills as well as the ability to manage multiple projects and competing priorities.

WHERE YOU ARE NOW:

Ideally, you have the following qualifications:

- A combination of education and experience in 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 an attention to detail and the ability to problem solve creatively.
- Intermediate level, at minimum, Microsoft Office skills, especially Excel and Word.
- Familiarity with donor management software/computerized customer relations management (CRM)/database 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 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 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 Wednesday, May 4, 2022
2. Please submit an up-to-date resume with cover letter to hcfjobs@pollinate.net. In your cover letter, please answer the following questions:
 - Why would you like to work for Hamilton Community Foundation?
 - What does donor stewardship mean to you?

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.