



Give today,
save lives
tomorrow

About Us

Join a team that makes a real difference in the lives of others every day. At Hamilton Health Sciences Foundation, you will play an important role in supporting cutting-edge healthcare and improving patient outcomes, while being part of a passionate, inclusive and caring community. We inspire and motivate gifts that fund medical equipment and patient amenities, innovative research initiatives, essential redevelopment of clinical care spaces, and the education and training of health care providers.

As a registered charitable organization, we proudly support patients and families across south-central Ontario, and from outside the region, who receive specialized care at Hamilton Health Sciences including Hamilton General Hospital, Juravinski Hospital and Cancer Centre, McMaster Children's Hospital, and St. Peter's Hospital. The associated programs at the Regional Rehabilitation Centre, McMaster University Medical Centre and Ron Joyce Children's Health Centre are also included.

Hamilton Health Sciences Foundation is building upon a strong foundation of our Culture Code that includes the grounded in the values of We are a Team, We Trust, We Uplift, and We Communicate. We believe that relationships and partnerships are the basis of excellence in fundraising, and we envision a community of engaged and committed donors. Every position in HHSF contributes to a safe, inclusive environment for all through compliance with our equity, diversity and inclusion philosophy and adherence to patient and staff safety policies and procedures.

Help Inspire Support as a

Coordinator, Community and Legacy Giving

Full Time Permanent

Hamilton Health Sciences Foundation (HHSF) is seeking a highly organized and relationship-driven **Coordinator, Community and Legacy Giving** to play a central role in the planning, execution, and growth of our Community and Legacy Giving programs. This newly added resource reports into Manager, Community Giving (with dotted line accountability to Legacy Giving Manager), this position supports a diverse portfolio of fundraising initiatives including annual, mid-level and employee giving, tribute and memorial giving, community lotteries, and legacy giving.

The Coordinator will contribute to achieving annual revenue targets by supporting donor acquisition, retention, stewardship, and engagement through integrated fundraising channels such as direct mail, digital, events, and personalized outreach. This role requires strong collaboration with internal teams across the Foundation and Hospital, as well as external agencies and vendors, to deliver high-quality campaigns, donor experiences, and recognition activities.

In addition, the role provides key operational, administrative, and stewardship support for the Legacy Giving program, including donor inquiries, materials development, events, and estate administration processes. The Coordinator will also ensure accurate donor and gift data management, reporting, and continuous improvement of fundraising systems and donor experiences.

This is an ideal opportunity for a motivated fundraising professional who thrives in a collaborative environment, has a strong attention to detail, and is passionate about building meaningful donor relationships that advance HHSF's mission and impact in the community.

Qualifications:

- Post-secondary education preferably in fundraising, communication, marketing and/or business, or equivalent experience
- One (1+) years' experience in fundraising, administrative support, customer service, or coordination experience
- Accuracy and attention to detail is imperative
- Strong donor-centric and customer services approach
- Strong interpersonal skills and adept at using tact, diplomacy and discretion with donors, agency partners, suppliers and Foundation and Hospital Staff
- Excellent oral and written communication skills
- Team player with demonstrated ability to work independently with minimum supervision and an ability to self-manage effectively in a changing environment with multiple conflicting demands
- Excellent organizational, project and time management skills
- Ability to condense and package information in a visually appealing and logical manner.
- Understand the need for professionalism, discretion and patience when communicating with donors and stakeholders

- Strong computer skills with proficiency in Microsoft applications (365, Excel, Word, PowerPoint, Outlook), CANVA, data entry into and reporting from database system, and chat and video conferencing programs
- Experience with Raiser's Edge/NXT fundraising software an asset
- Experience using social media platforms including LinkedIn, Facebook, X and Instagram an asset

Working Hours, Location and Requirements

- This position operates Monday to Friday 8:30 am – 4:30 pm, onsite at Hamilton Health Sciences Foundation head office at 1 King Street West, Hamilton, ON. Opportunity to work remotely up to 2 days a week after 3 months of employment based on approval of VP.
- The nature of the work is such that early morning, evening and weekend work is required, including attending special events.
- Travel is required as the position will visit various locations (i.e. Hamilton Health Science affiliated sites, event location, corporate partners, donors). The incumbent must possess a valid driver's license and have use of a reliable vehicle.
- A current and satisfactory Criminal Record and Judicial Matters Check (CRJMC) or Police Vulnerable Sector Check (PVSC) is a requirement of employment.
- A cleared status by HHS Employee Health Services is a requirement of employment in accordance with Hamilton Health Sciences policy.

Why Us?

We offer a comprehensive total rewards package designed to support your success and well-being:

- We provide a competitive hiring range of \$45,260-49,785, commensurate with experience, along with an annual performance-based incentive program.
- Our package includes participation in a Defined Benefit Pension Plan (HOOPP), comprehensive healthcare, dental and travel benefits with a Health Services Spending Account, maternity and parental leave top up benefits, and access to the Employee and Family Assistance Program (EFAP).
- We start with three weeks of paid vacation and your birthday off!
- We have a culture to support and encourage continuous professional development and career growth opportunities

How to Apply:

To help us get to know you, please submit a **resume and cover letter** to HHSfcareers@hhsc.ca by **May 13, 2026**, outlining why you're interested in this opportunity. If you don't meet all qualifications, we still encourage you to apply—we value potential. Applications will be reviewed and invited for next stages of the recruitment process, as received. We would like to thank all who apply, but only those selected to move forward will be contacted.

The Hamilton Health Sciences Foundation is an inclusive and equal opportunity employer. Our commitment to equity, diversity and inclusion within HHSF reflects a belief that we will make the greatest impact to our mission when everyone can genuinely and fully participate without barriers or exclusion. We are dedicated to creating a workplace reflective of the community we live, work and serve and welcome applications from diverse and equity-deserving groups.

HHSF is committed to providing a barrier-free recruitment process and work environment. Accommodation, if requested, will be provided throughout the recruitment process in accordance with the Canadian Charter of Rights and Freedom, Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code.

Should any candidate require accommodation in any phase of the recruitment process, please contact Heather Slye (905.521.2100 x 44624 or HHSfcareers@hhsc.ca) for assistance.