



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 **Data Analyst**

Full Time Permanent

We are seeking a Data Analyst to join our Corporate Services Department, reporting to the Director, Decision Support. In this role, you will work hands-on with the data that supports our fundraising efforts, focusing on producing accurate reports, preparing targeted donor lists, and managing data imports and exports within Raiser's Edge.

As the Data Analyst, you will be responsible for pulling and validating data to support both fundraising activities and operational needs, ensuring that departments have the right information at the right time. You will prepare segmented lists for outreach, support the creation of donor recognition materials, and manage incoming data from online giving platforms, events, and other sources. You will also maintain communication preferences and support compliance with privacy legislation (PIPEDA, PHIPA, CASL).

A key part of this role is maintaining data quality and consistency. You will regularly review and remediate donor data to help ensure the CRM remains a reliable source of truth. You will also support ongoing improvements by documenting processes and identifying opportunities to make data tasks more efficient.

This role is ideal for someone who enjoys working closely with data, values accuracy, excels in strategic time management, and takes pride in maintaining a well-structured system. Your work will directly support fundraising success and, ultimately, help advance patient care, research, and healthcare priorities in our community.

Qualifications:

- Three (3) years' experience in data management and supporting CRM systems, preferably in a fundraising environment
- Post-secondary education in Computer Science, Data Management or Analysis, or relevant field. Equivalent combination of education and experience will be considered
- Proficiency in SQL, with a proven ability to write complex queries to support data analysis and remediation, is strongly preferred
- Additional training in CRM database management, is strongly preferred
- Experience with Raiser's Edge fundraising software (Blackbaud), is strongly preferred
- Demonstrated proficiency in computer applications, including MS 365 (Word, Excel, Access, and Outlook)
- In-depth knowledge of data analysis concepts and techniques
- Demonstrated ability to retrieve, manipulate, and report on information stored in database systems
- In-depth knowledge of data management tools and technologies
- Excellent attention to detail and a commitment to accuracy
- Excellent communication skills and a commitment to understanding and meeting requestors' needs
- Excellent organizational and time management skills
- Team player with a demonstrated ability to work independently with minimal supervision
- Commitment to working in accordance with the highest standard of ethical practice
- Commitment to confidentiality and to upholding donor privacy rights
- Commitment to the Donor Bill of Rights (Association of Fundraising Professionals)

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, Finance and Corporate Services.
- 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 \$60,782-66,860, 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 starts 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@hpsc.ca by **July 10, 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@hpsc.ca) for assistance.