



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 **Special Event Manager**

Full Time, 14-month Contract

Join a team that thrives on collaboration, creativity, and community impact. As the Special Events Manager at Hamilton Health Sciences Foundation (HHSF), you will play a key role in delivering the Foundation's most visible signature events. This is an exciting opportunity for an experienced event professional who is passionate about creating exceptional participant experiences, building meaningful relationships, and driving fundraising success through innovative and engaging events.

Reporting to the Director, Stewardship and Events, you will lead the planning and execution of a portfolio of signature fundraising events, including Walk and Wheel, Illuminight, Breakthrough Bash, and Hammer Plunge. You will oversee the full event lifecycle, from concept development and operational planning through event execution and post-event evaluation. Working closely with internal teams, sponsors, vendors, volunteers, and community partners, you will ensure every event is delivered with excellence, creativity, and attention to detail.

In this role, you will manage event logistics, budgets, timelines, vendor and agency relationships, volunteer engagement, fundraising platforms, sponsorship opportunities, and participant experiences. You will use data and insights to evaluate performance, identify opportunities for growth, and implement strategies that strengthen engagement, increase participation, and maximize fundraising results. The ideal candidate is a highly organized and strategic event professional who enjoys balancing logistics with relationship building and is motivated by creating memorable experiences that make a meaningful difference in healthcare.

Qualifications:

- Post-secondary diploma/degree. An equivalent combination of education and experience will be considered.
- Five (5) years' of progressive events management experience, including P2P fundraising, volunteer management, annual planning budget management and implementation.
- Demonstrated superior organization, flexibility, and multi-tasking skills within a team environment
- Demonstrated agency and vendor management skills
- Experience with P2P fundraising platforms such as Funraisin or DonorDrive
- Exceptional planning and project management skills, combined with a strong attention to detail
- Demonstrated excellent communication skills (verbal and written), interpersonal, problem solving skills
- High degree of initiative and ability to manage multiple tasks and prioritize tasks in a positive and effective manner, meeting critical deadlines
- Ability to analyze results and make appropriate adjustments and recommendations
- Ability to make decisions in ambiguous situations, exercise good judgement base on information and analysis in a fast pace, dynamic and deadline driven environment in an organized and professional manner
- Ability to manage productive relationships and motivate others to accomplish specific tasks
- 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 volunteers

- Strong computer skills in utilizing Microsoft Office programs (Excel, Word, PowerPoint, Outlook), data entry into and reporting from database system, and chat and video conferencing programs
- Demonstrated commitment to the highest standards of ethical practice
- Experience with Raiser's Edge/NXT fundraising software 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 all special events.
- Travel is required as the position will regularly visit various locations (i.e. Hamilton Health Science affiliated sites, event locations, 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 \$72,600-79,900, commensurate with experience. This contract opportunity includes 6% of earnings in lieu of vacation, and 13% of earnings in lieu of benefits and statutory holidays. Pay in lieu of benefits will reduce to 9% if already a member of HOOPP or voluntary enrollment in the pension program. 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 **August 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@hhsc.ca) for assistance.