



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

Manager, Creative Operations

Full Time Permanent

Hamilton Health Sciences Foundation is seeking a Manager, Creative Operations to play a pivotal role in shaping and executing the Foundation's visual presence across fundraising, marketing, donor engagement, events, and digital communications.

This is a unique opportunity for a hands-on creative leader who thrives equally as a designer and people leader. Reporting to the Vice President, Brand Strategy, you will personally create engaging visual assets across print and digital channels while leading the day-to-day coordination of creative projects and supporting the development of a Junior Graphic Designer. This role is ideal for someone who enjoys balancing hands-on design work with workflow management, leadership, cross-functional collaboration, and creative operations.

Working closely with team members across development, events, community giving, marketing, and communications, you will develop creative solutions that strengthen donor engagement, elevate brand presence, and support organizational priorities. You will help ensure every visual touchpoint reflects the Foundation's brand standards, tells meaningful stories, and creates impactful experiences for donors, patients, families, and the community.

The ideal candidate is an experienced designer with a strong portfolio, exceptional organizational and project management skills, and a passion for leading creative work from concept to completion. If you are energized by collaborating with others, mentoring emerging talent, and creating work that inspires action in support of life-changing healthcare, we invite you to join our team.

Qualifications:

- Post-secondary education, preferably in graphic design, visual communications, multimedia, digital marketing, web design, or a related field. An equivalent combination of education and experience will be considered.
- Five (5) years of progressive experience in graphic design, creative production, creative operations, or marketing production, developing and executing a broad range of brand assets across print and digital platforms.
- Demonstrated experience balancing hands-on creative execution with project coordination, and workflow management
- Experience within a charitable, nonprofit, healthcare, or other mission-driven organization is considered an asset.
- Strong graphic design, layout, and visual communication skills, with a portfolio demonstrating experience across print and digital platforms.
- Solid understanding of brand standards and experience applying visual identity guidelines consistently across a variety of assets and channels.
- Project management skills with the ability to manage multiple priorities, meet deadlines, and maintain attention to detail in a fast-paced environment.

- Excellent communication and interpersonal skills, with the ability to collaborate effectively with internal departments, stakeholders, vendors, and external partners.
- Strong organizational skills and the ability to manage competing priorities while maintaining high-quality work.
- Demonstrated ability to work independently with minimal supervision and exercise sound judgment when managing projects and timelines.
- Proficiency with Microsoft 365, Adobe Creative Cloud (including InDesign, Illustrator, and Photoshop), content management systems, and project management tools.
- Working knowledge of web and digital design principles, including responsive design and user experience considerations.
- Ability to work collaboratively in a cross-functional team environment and build positive working relationships across the organization.
- Effective coaching and leadership skills, with the ability to provide guidance, feedback, and day-to-day support to team members.
- Demonstrated commitment to professionalism, confidentiality, and contributing to a positive and inclusive workplace culture.

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 minimal evening and weekend work is required.
- 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 \$81,268-89,395, 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 August 28, 2026 outlining why you're interested in this opportunity. Posting will remain up until filled. 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.