

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.

Hamilton Health Sciences Foundation

Help Inspire Support as a

Foundation Intern

Philanthropy and Partnerships
Full Time Contract, 12-months

Be part of a team that brings our community together for a powerful purpose—join us as we grow our Philanthropy and Partnership department and elevate fundraising that makes a real, local impact.

We are looking for an energetic, community-minded Foundation Intern to join our Hamilton Health Sciences Foundation team. Reporting to the Director, Partnerships, this role offers an exciting professional development opportunity for someone looking to build a career in fundraising, community engagement, and the non-profit sector.

In this front-line support position, you will help strengthen donor relationships, support community fundraising initiatives, and play an active role in connecting people to our mission of enabling world-class care at Hamilton Health Sciences. While administrative tasks are part of the role, the heart of this position focuses on database management, donor engagement, and fundraising support that enhances our presence across the region. You will maintain accurate donor and prospect records, track pledges and recognition activities, and support smooth fulfillment of donor commitments. Strong communication skills will be essential as you prepare donor thank-you letters, acknowledgements, proposals, and other materials that advance solicitation, cultivation, and stewardship efforts.

Qualifications:

- Post-secondary education in business, event, communications, public relations or related field
- Certificate in development, fundraising or event planning an asset
- Demonstrated excellent communication skills (verbal and written), interpersonal, and problem solving skills
- Demonstrated superior organization, flexibility, and multi-tasking skills within a team environment
- High degree of initiative and ability to manage multiple tasks and prioritize tasks in a positive and effective manner, meeting critical deadlines
- Demonstrated commitment to the highest standards of ethical practice
- 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
- Accuracy and attention to detail is imperative
- Strong computer skills in utilizing Microsoft Office program (Excel, Word, PowerPoint, Outlook) and database management
- Experience with Raiser's Edge/NXT fundraising software an asset
- Experience using social media platforms and/or online design programs (Canva) 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.
- 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). A car is not required, but an asset, for extended community travel and growth opportunites.
- 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. The compensation for this position is $21.30 per hour. 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 **November 6 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.