

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

Senior Officer, Data Integrity and Reporting

Full Time Permanent

We are seeking a Senior Officer, Data Integrity & Reporting 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. You will also help elevate the Foundation's data and decision-support capabilities through CRM data quality initiatives, system enhancements, user training, reporting, and analytics that support fundraising operations, performance measurement, donor engagement, and strategic decision-making.

As the Senior Officer, Data Integrity & Reporting, you will be responsible for pulling, validating, and analyzing data to support both fundraising activities and operational needs, ensuring departments have the right information at the right time. You will prepare segmented lists for outreach, support donor recognition initiatives, manage incoming data from online giving platforms, events, and other sources, and provide reporting that supports fundraising campaigns, prospect development, stewardship activities, and organizational planning. You will also support compliance with privacy legislation, including PIPEDA, PHIPA, and CASL.

A key part of this role is maintaining data quality and consistency. You will regularly review and remediate donor data to ensure the CRM remains a trusted source of information while working closely with fundraising, marketing, finance, and leadership teams to translate business needs into accurate, actionable insights. You will also contribute to process improvements, documentation, data governance practices, and staff training that enhance the organization's effective use of data.

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

Qualifications:

- Five (5) years' of experience in data management and in supporting CRM systems within 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.
- Experience with Raiser's Edge fundraising software (Blackbaud) or an equivalent fundraising CRM database.
- Additional training in CRM database management is strongly preferred.
- Proficiency in SQL, with a proven ability to write complex queries to support data analysis and remediation, is strongly preferred.
- Knowledge of the not-for-profit fundraising sector, including donor data, fundraising operations, donor segmentation, campaign performance measurement, and prospect development.

- In-depth knowledge of data management, governance, and analytics principles, including data quality, reporting, documentation standards, and the effective use of data management tools and technologies.
- Working knowledge of applicable privacy, data protection, and anti-spam legislation, including PIPEDA, PHIPA, and CASL.
- Strong critical thinking and problem-solving skills, with the ability to analyze complex information from multiple sources, identify trends and opportunities, and translate findings into actionable recommendations.
- Demonstrated ability to consult and collaborate with stakeholders to understand business requirements and develop effective data solutions.
- High degree of initiative with the ability to manage multiple priorities, prioritize tasks, coordinate concurrent projects, and consistently meet deadlines.
- Excellent attention to detail and commitment to accuracy, with the ability to maintain high-quality data, identify discrepancies, and ensure the integrity of reports, analyses, and database records.
- Excellent verbal and written communication skills, with the ability to present complex information to both technical and non-technical audiences.
- Demonstrated ability to work collaboratively in a team environment while also operating independently with minimal supervision.
- Demonstrated ability to develop training materials, provide user support, and deliver training to staff.
- Commitment to working in accordance with the highest standard of ethical practice.
- Demonstrated commitment to maintaining confidentiality and safeguarding donor, constituent, and organizational information.
- 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.
- Travel is required as the position will infrequently visit HHS locations (i.e. Hamilton Health Science affiliated sites, event locations).
- 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 $72,666-79,933, 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 November 27, 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.