

Administrative Assistant, Philanthropy & Partnerships

Full Time Permanent

Join a team that makes a real difference in the lives of others every day. At Hamilton Health Sciences Foundation (HHSF), you will play an important role in supporting cutting-edge healthcare and improving patient outcomes, while being part of a passionate 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 values of respect, impactful and inspiring. We believe that relationships and partnerships are the basis of excellence in fundraising and have a vision to see a community of inspired 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 patient and staff safety policies and procedures.

Are you an organized, relationship-focused administrative professional who finds purpose in supporting work that truly matters?

We're looking for a dedicated **Administrative Assistant** to join our HHSF team in the Philanthropy and Partnership Department, providing critical support that enables meaningful giving and lasting impact.

In this role, you'll be the operational heart of the department—managing complex calendars, preparing high-quality correspondence and presentation materials, organizing logistics for meetings and donor events, and ensuring accurate recordkeeping across our donor database and electronic files. You will support the Vice President directly to advance HHSF's strategic fundraising goals, helping to prioritize initiatives and keep communication flowing across a busy, engaged department. You will play an essential role in helping us build strong relationships and deliver exceptional donor experiences. If you bring both administrative excellence and a genuine belief in the power of philanthropy to change lives, we'd love to hear from you.

Qualifications:

- Post-secondary degree/diploma or equivalent relevant experience in office administration
- 1 year of related experience in customer service, calendar management, logistical support and general office administration
- Ability to communicate in a clear and efficient manner
- Exceptional writing and editing skills; with ability to condense and package information in a visually appealing and logical manner

- Superior organization, time-management skills, with ability to manage multiple priorities while maintaining quality and following through effectively
- Strong analytical and problem solving skills
- Self-directed, takes initiative and can work independently and anticipate issues and needs, and address them proactively
- Excellent interpersonal skills, with ability to maintain relationships with variety of stakeholders
- Ability to provide expectational customer service with a donor-centric approach
- Strong political acuity
- High attention to detail and accuracy
- The ability to handle sensitive information and maintain confidentiality
- Strong computer skills with proficiency in Microsoft applications (365, Teams, Excel, Word, PowerPoint, Outlook), CANVA, Adobe Acrobat Pro, data entry into and reporting from database system, and chat and video conferencing programs
- Experience with database CRM system's (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.
- A current and satisfactory Criminal Record and Judicial Matters Check (CRJMC) or Police Vulnerable Sector Check (PVSC) is a requirement of employment; the regional police service will determine suitable police check.
- A cleared status by HHS Employee Health Services is a requirement of employment in accordance with Hamilton Health Sciences policy.

Why Us?

At Hamilton Health Sciences Foundation, we are committed to offering a comprehensive total rewards package that supports your well-being:

- We provide a competitive hiring range of \$42,500 to \$47,500, 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 which supports and encourages continuous professional development and career growth opportunities

How to Apply: to help us learn more about you, please submit your resume and cover letter articulating why you are interested in working for the Hamilton Health Science Foundation to HHSFcareers@hpsc.ca, by **July 18, 2025**. If you do not have all qualifications, we are still interested in your application. 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.