Senior Development Officer, Partnerships

Full Time Permanent

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 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.

Position Summary:
Reporting to the Director, Partnerships, the Senior Development Officer, Partnerships is a key member of the Hamilton Health Sciences Foundation (HHSF) Philanthropy and Partnerships department, providing fundraising expertise to benefit our mission.

As an experienced fundraising professional, the Senior Development Officer, Partnerships is responsible for fostering and soliciting new and existing multi-year gifts. This role will identify, build and manage strong and productive relationships to maximize revenue generation and will design, execute and oversee a sophisticated corporate gifts and community partnerships pipeline with targeted strategies to maximize engagement and philanthropic support. This includes facilitating strategies, monitoring, coordinating initiatives and ensuring the next steps are completed in a timely manner to further organizational fundraising goals.

The Senior Development Officer, Partnerships champions support with a focus on progressive relationships at the $25,000 and above level, managing a personal portfolio of relationships with great skill and confidence that includes, but not limited to, prospects and donors at the $100,000 to $250,000 level and above. Portfolio could include philanthropic donations, sponsorship, matching gifts, cause marketing, corporate engagement, foundation proposals, and community partnerships or initiatives.

This position is required to function independently but also collaboratively by supporting the Philanthropy and Partnerships department, staff and operations. This role will need to exercise a considerable amount of initiative, innovation and resourcefulness to enhance existing relationships and create new opportunities to achieve strategic and impactful outcomes to realize HHSF's goals.

Qualifications:

- Post-secondary education in business, event, communications, public relations or related field, or equivalent experience
- Certificate in development, fundraising or event planning an asset
- Five (5+) years of progressive fundraising experience, with demonstrated success, in the non-profit/charitable sector
- Experience facilitating relationships at the $25,000 plus giving level
- Demonstrated excellent communication skills (verbal and written), interpersonal, and problem solving skills
- Strong relationship building skills to cultivate and maintain positive donor, prospect and community relationships with the ability to successfully engage with internal and external partners.
- A proven track record to deliver on fundraising goals and program management.
- 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
- Ability to analyze results and make appropriate adjustments and recommendations
- Ability to condense and package information in a visually appealing and logical manner.
- Ability to manage relationships and motivate others to accomplish specific tasks
- Demonstrated commitment to the highest standards of ethical practice
- 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), data entry into and reporting from database system, and chat and video conferencing programs
- Experience with Raiser's Edge/NXT fundraising software an asset
- Experience using social media platforms including LinkedIn, Facebook, X and Instagram 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 that some evening and weekend work is required to attend events and meetings.
- 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; the regional police service will determine suitable police check.
- A cleared status by HHS Employee Health Services and proof of full COVID vaccination 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 $70,000 to $80,000, commensurate with experience, along with an annual performance-based incentive program, subject to Board approval.

- 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).
- You will start with three weeks of paid vacation, your birthday off, and the flexibility to work remotely up to two days a week after three months of employment based on approval of Vice President.
- 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@hhsc.ca **by September 13, 2024**. 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.