

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

Director, Stewardship and Events

Full Time Permanent

Join a team that thrives on collaboration, connection, and meaningful community impact. As the Director, Stewardship and Events at Hamilton Health Sciences Foundation (HHSF), you will lead the strategy and execution behind the moments that bring donors, partners, and our community together in support of exceptional healthcare. This is an exciting opportunity for a strategic, relationship-driven leader who wants to shape high-profile fundraising events, elevate donor recognition experiences, and help move the Foundation's mission forward in creative and thoughtful ways. Reporting to the Vice President, Marketing & Communications, you will oversee a team of three and guide a portfolio that blends creativity, teamwork, donor engagement, and operational excellence.

In this role, you will take the lead on the Foundation's four signature fundraising events—designing compelling event concepts, guiding logistics end to end, engaging sponsors and partners, and ensuring each event delivers a meaningful experience with strong fundraising results. You will also shape the Foundation's stewardship strategy, developing thoughtful and segmented donor recognition initiatives, leading the implementation of digital donor walls, and ensuring that gratitude is embedded across communications, events, and organizational touchpoints. Working closely with colleagues across HHSF and Hamilton Health Sciences (HHS), you will strengthen relationships, support cross-department collaboration, and create opportunities that deepen donor engagement throughout our community.

As part of the Foundation's leadership team, you will contribute to strategic planning, budgeting, performance evaluation, and organizational decision-making. You will mentor and coach a dedicated team, build strong internal and external partnerships, and champion process improvements, KPIs, and tools that support excellence in fundraising and stewardship. If you are energized by leading people, building experiences that matter, and contributing to an environment where teamwork, trust, communication, and uplifting one another are core to how we work, this role offers an exciting opportunity to make a meaningful and lasting impact.

Qualifications:

- Post-secondary education, preferably in marketing, communication, event management or relevant field. Equivalent combination of education and experience will be considered.
- Seven (7) years' of progressive experience donor stewardship, special events, or fundraising within a nonprofit, healthcare, or foundation environment.
- Demonstrated people management and leadership experience within a cross functional structure.
- Proven ability in designing, leading, and executing large-scale fundraising events that deliver exceptional donor experiences and achieve the Foundations goals.
- Comprehensive understanding of donor stewardship principles, with the ability to develop and implement strategies that deepen engagement, enhance recognition, and inspire increased giving.
- Excellent project management skills with a keen eye for detail and the ability to manage multiple events and initiatives simultaneously in a fast-paced growth environment.

- Proficient in employing persuasive communication techniques to influence stakeholders, build consensus, and achieve desired results, leveraging both written and oral communication channels effectively.
- Analyze event and donor data and results to drive, process improvements, recommendations, strategic decision-making and inform future planning
- Ability to work independently with minimum supervision and an ability to self-manage effectively in a changing environment with multiple conflicting demands.
- Must be able to work collaboratively in a cross-functional team environment and have the professionalism to interact directly with senior executives across HHSF and HHS in support of shared objectives.
- Intentional, proactive contribution to a supportive and inclusive organizational culture is mandatory
- Highly effective people leadership skills with demonstrated employee coaching, mentorship and development skills
- Acts as a role model to staff and others, demonstrating the highest standards of professionalism, confidentiality and sensitivity
- Experience with developing and managing a budget.
- Technical proficiency in Microsoft 365 and demonstrated ability to navigate content management systems, project management tools, and virtual communication platforms to support efficient operations.

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 early morning, evening and weekend work is required, including attending all special events.
- 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 $110,507-121,000, 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).
- Directors starts with four 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 **March 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.