



St. Joseph's
Healthcare  Hamilton
FOUNDATION
Unstoppable Impact

Manager, Principal Giving Program

POSITION BRIEF

 October 2026 Recruitment



Manager, Principal Giving Program

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FOR MORE INFORMATION

KCI Search + Talent has been retained to conduct this search on behalf of St. Joseph's Healthcare Foundation Hamilton. For more information about this opportunity, please contact **Meredith Roberts** Senior Search Consultant, KCI Search + Talent by email at SJHFManager@kcitalent.com.

All inquiries and applications will be held in strict confidence. Interested candidates should send resume and letter of interest to the email address listed above by **November 1, 2026**.

St. Joseph's Healthcare Foundation is an equal opportunity employer committed to equity, diversity, and inclusion. We aim to reduce barriers and support accessibility and as such, we will accommodate any needs set out under the Canadian Charter of Rights and Freedom, Accessibility for Ontarians with Disabilities Act, and the Ontario Human Rights Code.

This posting is for a current vacancy. Artificial intelligence will not be used to screen resumes or assess candidates in this search.



Manager, Principal Giving Program

St. Joseph's Healthcare Foundation

THE OPPORTUNITY

St. Joseph's Healthcare Foundation Hamilton is in search of Manager, Principal Giving Program to serve as a strategic advisor and portfolio manager supporting the President and CEO, Vice President, Development and senior leaders in advancing the Foundation's highest-priority fundraising opportunities.

This is an exciting time to join the Foundation. With a \$23 million fundraising campaign underway to support the next phase of the robotic revolution at St. Joseph's Healthcare Hamilton and multiple additional spotlight campaigns underway and in planning, the Foundation is positioned to make a transformative impact on the future of healthcare. The Manager will play a pivotal role in building and advancing the relationships that will help make this vision possible.

Reporting to the Vice-President, Development, the Manager, Principal Giving Program will contribute to the growth of gifts of \$1M+ by providing strategic and operational leadership. The Manager will develop and implement strategies for the identification, cultivation, solicitation, recognition, and stewardship of principal gifts by providing supportive leadership to the President and CEO, Vice-President, Development, Director, Development and selected senior Hospital leadership and volunteers to enable them to successfully move top prospects through the donor cycle. This includes management of the prospect pipeline, coordinating donor meetings and events, preparing correspondence, proposals, and briefing notes, maintaining accurate records, and supporting the overall operational needs of the program.

The ideal candidate thrives at the intersection of strategy, relationships, and execution. They will bring exceptional writing and communication skills, strong organizational and analytical capabilities, and the ability to translate complex information into clear, compelling fundraising materials. A strategic thinker with a hands-on, results-oriented approach, the Manager will be highly effective in a fast-paced, collaborative, and matrixed healthcare environment.

The target hiring salary range for this role is \$81,000 - 90,000 and includes an industry-leading pension plan (HOOPP) and a comprehensive benefits package, featuring maternity and parental leave top-up, wellness and employee assistance programs, subsidized on-site parking, and an annual professional development budget.

St. Joseph's Healthcare Foundation in Hamilton offers a hybrid work model with three days per week at the Foundation office (224 James Street South, Hamilton) and two days from a home office.

ABOUT ST. JOSEPH'S HEALTHCARE FOUNDATION

At St. Joseph's Healthcare Foundation, we're dedicated to raising funds to support the highest priority needs of St. Joseph's Healthcare Hamilton—an academic health sciences centre committed to exceptional patient care, research and the education and training of healthcare professionals.

For more than 50 years, St. Joseph's Healthcare Foundation has partnered with grateful patients and our community of donors and friends to raise funds that enable our Hospital to deliver the very best care to all those in need while pursuing healthcare research to advance the future of care. It is with this legacy in mind that we embarked on the implementation of our 2023-2028 strategic plan.

We leverage the *Building, Leading, Learning and Caring pillars* of St. Joseph's Healthcare Hamilton's strategic plan, integrate the innovative work of the Research Institute of St. Joe's Hamilton, and remain true to the values of our Founders, the Sisters of St. Joseph of Hamilton. Through our relationship with St. Joseph's Health System, we will strive to bridge the gaps in healthcare funding for our Hospital, foster innovation in care, research, and education and impart how every donation to St. Joseph's Healthcare Foundation inspires hope, supports healing, and fosters new discoveries at our Hospital.

At St. Joseph's Healthcare Foundation, we care about our culture. We believe the talent of our team is our greatest strength, and we are better when we work together. We believe in acting with integrity and kindness and we believe in supporting our employees as people. Our work is meaningful and so are we, and we are building & strengthening a culture of teamwork where the balance of work and life is respected and where we encourage and support one another as individuals.



St. Joseph's Health System

St. Joseph's Healthcare Hamilton is part of the St. Joseph's Health System. When the Sisters of St. Joseph arrived in Hamilton in 1852, they began their work in the freight sheds at the docks in Hamilton, treating the victims of a cholera epidemic, often putting their own lives at risk caring for the sick in a time when health care was a luxury for the few.

Today, the health system encompasses five cities, with over eight thousand staff serving a population of over 2 million, where the Sisters' mission shapes and informs our unique culture, which is the hallmark of our service.

Their legacy lives through each one of our physicians, staff, researchers, learners, donors and volunteers of St. Joseph's Health System (SJHS). SJHS is a sought-after leader in the delivery of integrated care, which is transforming patient care and outcomes.

Mission

A strategic partner in the advancement and transformation of healthcare, we work with our generous community to support excellence in patient care, research, and education at St. Joseph's Healthcare Hamilton and in the communities, we are honoured to serve.

Vision

A leader in healthcare philanthropy in Canada, we empower the mission and vision of St. Joseph's Healthcare Hamilton to create a healthy future for all.

Values

In who we are as a team, in the decisions we make and the work that we do, these values are our guide:

- ✓ Accountability
- ✓ Collaboration
- ✓ Compassion
- ✓ Inclusion
- ✓ Innovation
- ✓ Respect

STRATEGIC PLAN 2023-2028



At St. Joseph's Healthcare Foundation, the 2023-2028 Strategic Plan is focussed on four strategic pillars; proudly sharing our story, building our donor base, advancing the future of healthcare and making every moment matter.

[Click here for information on the pillars of our Strategic Plan.](#)

OUR PARTNERS



ADDITIONAL INFORMATION

- [About Us](#)
- [Our Hospital](#)
- [Board of Directors](#)
- [Financial Impact Report 2024/2025](#)
- [Mid-Year Checkup 2026](#)
- [Audited Financial Statement 2025/2026](#)
- [Foundation Policies](#)
- [St Joseph's Foundation Events](#)
- [Get Involved](#)
- [The Robotic Surgery Campaign at St. Joe's](#)



KEY DUTIES AND RESPONSIBILITIES

Key responsibilities include but are not limited to:

- Work closely with the Vice-President, Development and the Director, Development, serving as a fundraising strategist and an operational leader.
- Develop and enhance strategies for the Principal Giving Program (gifts of \$1 million+), including implementation of consultant (KCI) recommendations.
- Support the President and CEO, Vice-President, Development, Director, Development and selected senior Hospital leadership and volunteers in moving top prospects through the donor cycle. This will involve the preparation of strategies and fundraising materials for calls and follow-up.
- Identify, and provide support to cultivate, solicit, and steward major and principal gifts, including determining ongoing relationships with prospects/donors; recommending specific purpose and level of gift; identifying those to be involved in cultivation and subsequent solicitation; assuring that cultivation, solicitation and stewardship activities are carried out.
- Support donor pipeline development and strategy by leveraging data-driven reports and analytics to identify trends, assess performance, and inform strategic decisions that strengthen donor acquisition, retention, and long-term engagement.
- Oversee the development of reports and mechanisms to track principal gifts, moves management and fundraising KPIs.
- Draft, edit, and finalize high-level, bespoke correspondence on behalf of the President and CEO, and Vice President of Development for prospects, donors, volunteers, and community leaders.
- Craft personal acknowledgements, seasonal greetings, strategic touchpoint emails, and post-meeting follow-ups that effectively advance relationship journeys.
- Liaise with and collaborate with other departments to brief and prepare the CEO for all high-level donor interactions, meetings, and site visits, providing comprehensive strategic briefs, talking points, and biographical research.
- With the support of the communications team, plan and customize relevant communication materials for major and principal donors, such as project descriptions, funding proposals, and stewardship updates.
- Prepare strategies and fundraising materials to support clinicians, staff and volunteers in fundraising as required.
- Maintain the donor database by entering contact reports, briefing notes, updating donor contact information, entering follow-up actions, and key points-of-contact.
- Collaborates with the Senior Donor Relations Officer to develop and execute tailored stewardship plans that acknowledge and celebrate Major and Principal Gift donors, ensuring gifts are handled and recognized according to organizational policies and practices.
- Work closely with the Development & Major Gift Team in furthering collective goals.
- Work closely with other areas of the Foundation, including Special Events, Marketing & Communications and Annual Fund to maximize major gift opportunities.
- Help advance a team approach to principal and major gifts to build culture and capacity across the team.

QUALIFICATIONS AND KEY COMPETENCIES

- Progressive experience in one or more of the following areas: major gift fundraising, fundraising operations, and the design and delivery of donor-centric fundraising programs.
- Experience supporting executives or senior leaders is an asset.
- A strong work ethic, combining energy, enthusiasm, tenacity, initiative, resourcefulness and solid organization abilities.
- Demonstrated ability to integrate, prioritize, and advance initiatives involving multiple inputs and stakeholders and competing priorities.
- High level of professionalism, discretion, confidentiality and a donor centric mindset.
- Excellent writing, research, communications, and presentation skills.
- Superior relationship-building skills and commitment to working as a team player.
- Highly motivated, proactive and persistent, understanding how to work collaboratively with individuals and teams in a complex environment.
- Strategic thinking, attention to detail, and strong program management skills.
- A personable, positive, and proactive attitude.
- Comfortable networking, attending events, and connecting with hospital staff.
- Strong knowledge of Raiser's Edge or similar fundraising software.
- Healthcare philanthropy experience is an asset.
- University degree or college diploma is an asset.

LEADERSHIP BIOGRAPHIES

Jill Kennedy

Vice-President of Development, St. Joseph's Healthcare Foundation



Jill joined St. Joseph's Healthcare Foundation as Vice-President of Development in July 2026. Jill began her fundraising career at St. Joseph's Healthcare Foundation in 2012, advancing from Development Officer to Senior Development Officer and later Manager, Major Gifts. During that time, she worked closely with clinicians, hospital leaders, grateful patients, and donors to secure major gifts and support meaningful donor stewardship.

Jill returns to St. Joe's following eight years in Advancement at the University of Waterloo, most recently as Director of Development for the Faculty of Engineering. In that role, she led a team responsible for engaging alumni and friends in support of research, capital projects, scholarships, bursaries, and other faculty priorities.

Jill brings 15 years of experience in major, principal and planned giving, prospect and volunteer management, team building, donor stewardship, and strategic partnerships. Her collaborative approach and deep respect for St. Joe's purpose-driven mission serves her well as she leads the Development team towards continued growth and success in support of the patients St. Joseph's Healthcare Hamilton is honoured to serve.

Sera Filice

President and CEO, St. Joseph's Healthcare Foundation



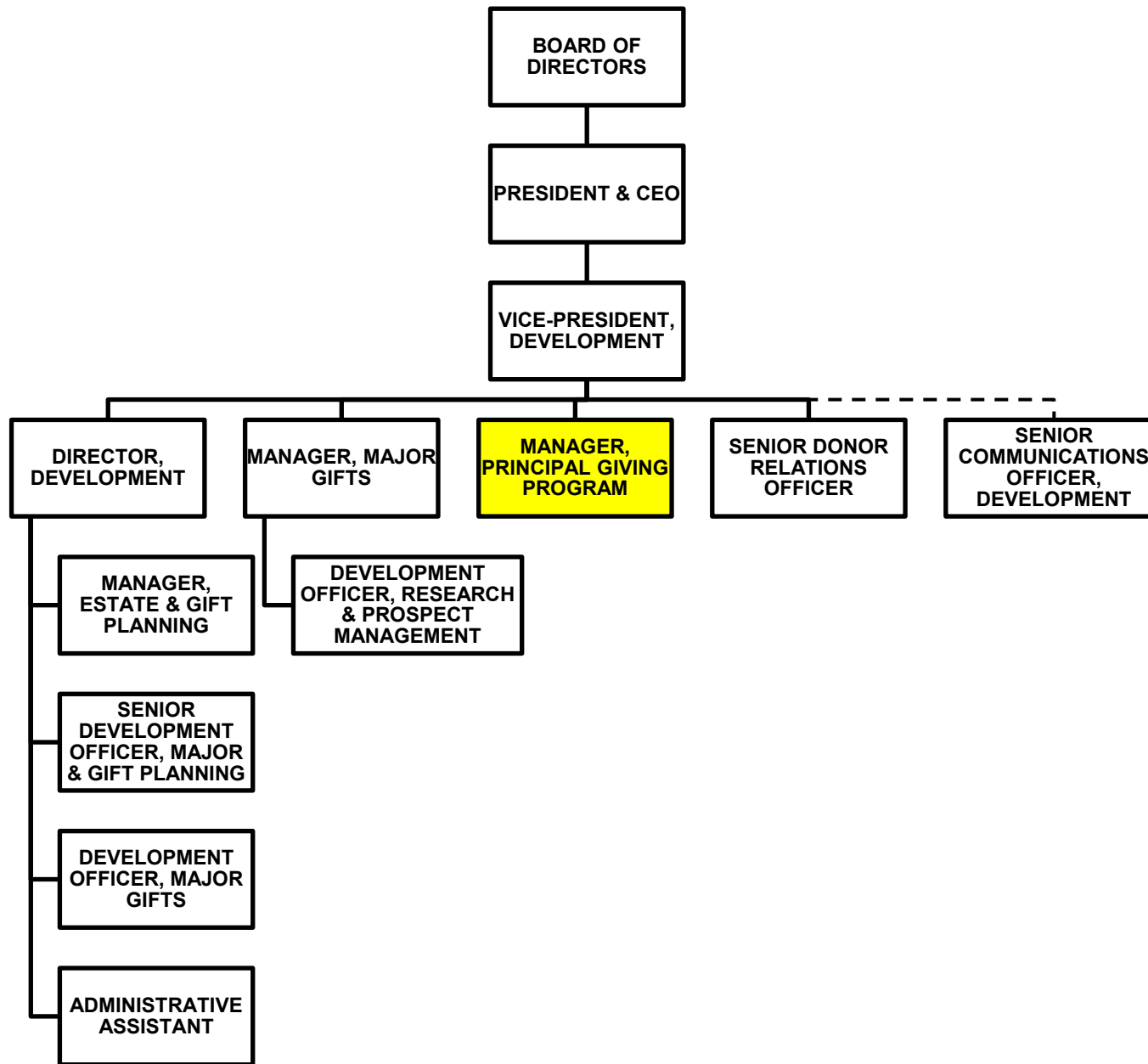
Sera was appointed to the position of President and CEO of St. Joseph's Healthcare Foundation in 2009 and CEO of St. Joseph's Health Centre Foundation in Guelph in 2015.

She is responsible for providing leadership and strategic direction to the diverse fundraising, donor relations, events and communications portfolios of both Foundations. Under her leadership, both Foundations have demonstrated record growth in funds raised and dollars granted to support clinical care, research and education in the regions served by the Hospital and Health Centre.

Prior to joining St. Joseph's, Sera spent thirteen years with the Department of University Advancement at McMaster University, where she held multiple roles. Sera is a proud alumna of McMaster University, earning her Honours B.A., M.A. and MBA there.

Sera completed her Chartered Directors Designation in 2015 through The Directors College (a joint venture of McMaster University and The Conference Board of Canada) and is also a Certified Executive Coach.

ORGANIZATIONAL CHART: St. Joseph's Healthcare Foundation, Development Team



ORGANIZATIONAL CHART: St. Joseph's Healthcare Foundation Hamilton



ST. JOSEPH'S HEALTHCARE FOUNDATION, HAMILTON ORGANIZATIONAL CHART

