



**CALGARY  
FOUNDATION**  
FOR COMMUNITY, FOREVER

**Employment Type:** Full time - Permanent (37.5 hours per week)

**Location:** Calgary, Alberta (applicant must reside in Calgary and area)

**Starting Salary Range:** **\$71,000 - \$77,000** per year. The final compensation for this position will be determined based on individual factors, including education, qualifications, experience, and internal equity.

## WHO WE ARE:

Since 1955, Calgary Foundation ("Foundation") has been nurturing a healthy, vibrant, giving and caring community. As a community foundation made up of 50 staff members and 100+ committee volunteers, we facilitate collaborative philanthropy by making powerful connections between donors and community organizations for the long-term benefit of Calgary and area.

The Foundation is committed to equity for all people who face barriers due to any of the factors protected by human rights legislation. The Foundation is committed to Reconciliation in accordance with the recommendations of the 2015 National Truth and Reconciliation Report. Through learning, awareness raising, and skill building, we are committed to maintaining a culture where everyone can flourish. Our equity journey is intentional. Meaningful participation from all team members collaboratively and individually is expected.

## WHAT WE ARE LOOKING FOR:

Reporting to the Vice President, Grants & Community Initiatives, you will advance the Vision and Mission of Calgary Foundation by participating in a broad range of Calgary Foundation grantmaking activities. The core responsibility of the position is relationship building with community organizations while providing ongoing research and analytical support to the current Community Grants Program, which is the Foundation's primary unrestricted grants program. The position also works with the VP, Grants and Community Initiatives, and Grants Associates to offer support and contribute to the development and delivery of new grantmaking streams that address emerging and ongoing needs in the charitable sector.

## WHAT YOU WILL BE DOING:

**Community Grants Program 70%**

- Proactively develop and maintain relationships with charities and other community-based organizations and potential applicants.
- Provide clear, accurate, and encouraging grant request advice and assistance to grant seekers, while discouraging inappropriate applications.
- Outreach to community organizations and potential applicants to promote Calgary Foundation funding opportunities.
- Evaluate proposals, assess potential impact, and make data-driven recommendations for shortlisting
- Participate fully in granting processes including attending all face-to-face meetings and committee meetings
- After grants are approved, assist in producing grant agreements and documentation for signature by the VP, Grants and Community Initiatives
- Support Grants Associate in allocating Field of Interest and Unrestricted Fund(s) to specific grants and schedule grant payments.
- Ensure that all grant conditions have been satisfied before grant payments are generated
- Assist in generating and sharing lists of approved grants for TCF website posting and Foundation learning
- Work in partnership with the Director, Evaluation and Learning to support the Foundation's overall evaluation processes
- Collaborate with the Evaluation and Learning team to assess how past grant impact reports can inform ongoing improvements to our request forms and processes
- Work with the Director, Evaluation and Learning for multi-year or any "staged payment" grants, ensuring that all requirements are fully met before releasing subsequent payments.
- Watch for and explore opportunities to attract and support grant requests that align with the Foundation's Vital Priorities
- Work with VP, Grants and Community Initiatives, Grants Committee Chair and other grants staff to periodically review and revise Community Grants criteria
- Review and recommend improvements to operational aspects of the Program as necessary.

#### **Support to other Calgary Foundation funding programs 15%**

- Refer Applicants to the most appropriate granting program.
- Review grant applications for completeness and eligibility. Liaise with Applicants as required. Provide feedback to Applicants prior to submission.
- Participate fully in making grant recommendations
- Watch for and explore opportunities to attract and support grant requests that align with the Foundation's Vital Priorities

#### **Application Platform and Database Maintenance 15%**

- Participate in the development and maintenance of grant application processes, communication templates, and reports.
- Assist grants staff to manage grant applications through the online process (from submission through reporting) as required.
- Assist with training and support for grant applicants, volunteers and staff for effective use of software.
- Ensure alignment between information systems and identify efficiencies

### **Additional Responsibilities**

- Develop grant making expertise through participation in professional development opportunities, through reading and review of materials and through development of knowledge and contacts with community foundations and related grant programs
- Build and maintain a broad understanding of community and voluntary sector issues and priorities through strategic participation in community events, committees, convening activities and grantee and funder tables.

### **WHAT YOU BRING (Skills and Experience):**

In addition to general office skills

- 3-5 years of knowledge and experience with Calgary's charitable sector
- Good understanding of granting practices, processes and methodologies and their implementation
- Community engagement
- Interpersonal skills and relationship building
- Assessment and analysis skills
- Ability to make informed recommendations
- Excellent oral communication skills
- Ability to incorporate and use an equity-lens into decision making
- Experience with systems-level thinking and grant making preferred

### **WHAT SUCCESS LOOKS LIKE:**

- Granting programs meet charity needs and advance the Calgary Foundation's strategic objectives
- Charity and nonprofit organizations have a professional, positive experience with Calgary Foundation
- Charity, staff and volunteer satisfaction with execution of granting processes.
- Effective communication and collaboration within and across Foundation teams

### **COMMITMENT TO CALGARY FOUNDATION VALUES:**

The Grants Associate is committed to upholding and promoting the values of the Calgary Foundation: Accountability, Compassion, Excellence, Inclusiveness, and Integrity.

### **WHY WORK AT CALGARY FOUNDATION:**

You seek a career with purpose. You have a passion to build a healthy and vibrant community where everyone belongs. You thrive with challenging work and value a culture of collaboration, professionalism, and mutual respect.

## HOW TO APPLY:

Interested candidates are encouraged to submit, via email, a resume and cover letter in PDF format by noon on July 11<sup>th</sup>, 2025, to Tracy Maracle, Vice President, Governance & Human Resources to email: [careers@calgaryfoundation.org](mailto:careers@calgaryfoundation.org). In addition to salary, a comprehensive benefits package, participation in a matching RRSP program, and a hybrid work environment are also offered. We thank all applicants for their interest, but only those selected for an interview will be contacted. For information regarding the Calgary Foundation please visit [calgaryfoundation.org](http://calgaryfoundation.org).

## ADDITIONAL INFORMATION:

- All applicants must be legally entitled to work in Canada at the time of the application.
- If you need accommodation during any stage of the recruitment process, please email [tmaracle@calgaryfoundation.org](mailto:tmaracle@calgaryfoundation.org). Information relating to the need for accommodation and accommodation measures will be addressed confidentially.