



DONOR GRANTS COORDINATOR

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

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

Starting Salary: \$65,000 - \$70,000 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.

OUR VALUES ARE:

Accountability – We are answerable to the community and our stakeholders for our practices and results.

Compassion – We care about people and consider individual and community wellbeing.

Excellence – We aspire to exceptional performance and are committed to best practices.

Inclusiveness – We embrace diverse knowledge, backgrounds and perspectives and encourage collaborative communities.

Integrity – We are trustworthy, honest, reliable, and ethical.

WHAT WE ARE LOOKING FOR:

We are looking for a dedicated and experienced coordinator to join our Donor Relations Team. The ideal candidate will be seeking to extend a fulfilling career in data processing and organizational operations, bringing experience in a nonprofit team support role and advanced skills in the utilization of databases.

Reporting to the Director, Donor Stewardship, this position primarily ensures that donor grants processing and related operations for Donor Advised and Designated Funds are executed smoothly and effectively. This includes ensuring grants are issued in a timely and accurate manner, as well as providing oversight of the donor grants-related work of other team members. The position also seeks and implements continuous process improvements for the team through the identification, adoption, enhancement and training in various technologies, database usage optimization, and information management procedures. The position works with service providers to solve technological challenges for the team and effectively integrates and coordinates donor granting processes with the work of other teams. This position also organizes and archives data and information, conducts research, generates reports, and supports the development of presentations for the team. Additionally, the position serves as the primary liaison for charities receiving donor grants and for donors requiring assistance with the online donor platform. The position coordinates the distribution of mass and customized donor grants-related communications and assists with donor inquiries in Donor Stewards’ absences. The position coordinates support for other administrative needs of the team if required, and plays a strong ambassadorship role with charities, donors and the community at events and gatherings.

WHAT YOU WILL BE DOING:

- Ensure that Donor Advised and Designated grants are processed accurately and on time
- Coordinate the generation and distribution of mass and customized donor grants-related communications to donors and charities.
- Oversee and support the Donor Grants Administrator and Distributions Administrator in the fulfilment of donor grants-related responsibilities, providing training as needed.
- Continuously improve donor grants processes and information management by reviewing existing practices and introducing relevant new technologies, seeking expertise in existing Foundation technologies as appropriate, and supporting the Team to maximize adoption and effective usage of technology and updated practices.
- Play a significant role in supporting the transition from the Foundation's existing database to its new technological platform as it relates to donor grants processes, developing new processes and training Donor Relations Team members,
- Interface with service providers and other Foundation staff members to address issues related to grants processing, process improvements and technological challenges.
- Coordinate the efficient organization, archiving and retrieval of data and information related to donor grants and charities.
- Support the Team in fulfilling and archiving charity research requests.
- Generate, review and analyze reports and presentation materials related to donor grants activity.
- Document work processes to support training, consistency and efficiency.
- Act as primary liaison with other Foundation staff members in the integration of related work processes, technology changes, and information management.
- Act as a primary liaison with grantees to coordinate grant payments and adjustments, respond to inquiries and organize meetings.
- Provide support to donors requiring assistance accessing the online donor platform and liaise with other Foundation staff members regarding adjustments to the platform.
- Assist donors in Donor Stewards' absences.
- Coordinate support for other administrative needs of the Team as may be required.

WHAT YOU BRING:

Education, Skills, and Experience:

- Post-Secondary education or relevant experience: in the field of administrative information management preferred
- Relevant experience or training in database management, data security, and the use of technology to improve grant processing and administrative processes
- Familiarity with financial processes and database modules would be an asset
- Familiarity with transitioning processes to new database technologies would be an asset
- Excellent written and verbal communication skills
- Excellent organizational skills and attention to detail
- Proficient in data input and generating reports from databases
- Proficient with Microsoft Office (Word, Excel, and Outlook)
 - Microsoft Word – including creating documents by referencing Excel data to run mail merges
 - Microsoft Excel – including experience with formulas and functions
 - Familiar with macros in Word and Excel
 - Outlook – including understanding of Outlook rules and how to use them to manage different types of information received via email
- Familiarity with SharePoint and/or Office 365 would be an asset
- Familiarity with electronic records and information management principles
- Understanding of common cyber security threats and safe information-handling practices, including phishing awareness, password security, and the protection of confidential information
- Knowledge of the Canadian charitable sector and on-going interest in learning about Calgary and area charities would be an asset

WHAT SUCCESS LOOKS LIKE:

- Timeliness, accuracy, and fulfillment of position mandate responsibilities.
- Anecdotal feedback of stakeholders regarding the effective fulfilment of mandated responsibilities, including charities, donors and team members.
- Adherence to the Foundation's values, policies, and processes.
- Fair and respectful treatment of stakeholders.

WHY WORK AT CALGARY FOUNDATION:

You have a passion to build a healthy and vibrant community where everyone belongs. You thrive on challenging work and value a culture of collaboration, professionalism, and mutual respect. You are committed to upholding and promoting the values of the Calgary Foundation.

HOW TO APPLY:

Interested candidates are encouraged to submit, via email, a cover letter and resume combined in PDF format, by noon on Friday June 26th, 2026, to Tracy Maracle, Vice President, Governance & Human Resources to email: careers@calgaryfoundation.org

In addition to salary, a comprehensive benefits package, participation in a matching RRSP program, and a flexible 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.

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. Information relating to the need for accommodation and accommodation measures will be addressed confidentially.