



## AWARDS PROGRAM ADMINISTRATOR

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

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

**Starting Salary Range: \$54,400 - \$58,500** 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 46 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.

### THE OPPORTUNITY:

We are seeking a dedicated and experienced administrator to join our Student Awards Team. The ideal candidate will be seeking to extend a fulfilling career in office administration.

Reporting to the Director, Awards Program, the Awards Program Administrator (“Administrator”) supports [Student Awards](#) program activities. This includes providing administrative support for the annual student awards season (from promotions, applications, and evaluations through to granting and reporting), designated student awards, and the processing and administration of Student Awards grants. The Administrator participates in selection committee meetings and assists in the processing of award approvals. The position provides accurate and effective student award grant

processing and administrative support, interfaces with grantees, tracks and obtains reports for grants made, organizes program data and records, generates database reports, facilitates the delivery of grant and gratitude correspondence, and provides administrative support for other Student Awards activities, as required.

#### WHAT YOU WILL BE DOING:

- Provide administrative support and maintenance for the Student Awards' online award processes through Foundant (online application software), supporting applications through the online flow of promotion, application, evaluation, and recipient follow-up form processes and the end of the award cycle.
- Support screening of applications for eligibility and completeness based on award criteria and read and evaluate applications as a member of select selection committees. Participate in select selection meetings and recipient selection processes.
- Support the administration of application and recipient documentation and selection committee member onboarding and ongoing training.
- Prepare student records from Foundant, creating and organizing CSV and Excel workbook files for records import into the Scholarship Module in FIMS (NPact's Foundation Information Management System software). Import records into FIMS, ensure records are kept up to date, and generate relevant reports.
- Provide administrative support for select designated student awards offered through charitable organizations and education institutions.
- Process Student Award grants in FIMS, including Designated Fund and Donor Advised Fund grants, ensuring grants are completely and accurately entered and/or scheduled and processed in the Foundation's database system. Adjust grants requiring cancellation, correction, or reversal.
- Support the management of information about grants and charities.
- Track, organize and distribute grant-related correspondence and respond to grant related inquiries.
- Administer the receipt, recording, filing, and forwarding of award recipient and grantee gratitude correspondence, reporting, public recognition, and grant acknowledgement.
- Assist with the distribution of communications to Fund Contacts and award applicants, recipients, and selection committee members.
- Generate, review, and analyze student awards data and reports, utilizing Foundant, FIMS, and Excel, and assist in the creation of presentation materials related to Student Awards granting activity.
- Compile data to provide to the Finance team to generate and deliver T4A tax slips to award recipients.
- Administer the efficient organization, archiving and retrieval of electronic records and data related to student awards grants and processes.
- Update and maintain student award process and procedure guides and documents, compile award season learnings and feedback, and document changes and administrative updates of internal award procedures and work processes.
- Provide support to Director, Awards Program, as required.

- Other duties, as may be required from time to time.

#### WHAT YOU BRING - EDUCATION, SKILLS, AND EXPERIENCE:

- Post-secondary degree or diploma.
- Work experience and education in the field of administration and/or information management.
- Experience in student award administration, post-secondary education, a private or community foundation, or charitable organization would be an asset.
- Familiarity with electronic records and information management principles would be an asset.
- Exemplary attention to detail, accuracy, and ability to maintain confidential and sensitive information.
- Confidence and ability in utilizing database management software and systems (e.g., Foundant and FIMS) to input, import, and export data and generate reports from databases.
- Strong Microsoft Office Suite proficiency, with emphasis on Excel, Word, Outlook, and SharePoint.
  - Microsoft Word – including creating documents by referencing Excel data to run mail merges.
  - Microsoft Excel – including experience with formulas and functions.
  - Familiarity with macros in Word and Excel.
- Excellent organizational skills, with experience working in a high performing environment.
- Ability to manage multiple timelines and tasks of varying complexity with concurrent approaching deadlines.
- Strong written and verbal communication skills and interpersonal and collaborative skills.
- Excellent reading comprehension, assessment, systems and critical thinking skills.
- Ability to work independently and in a collaborative setting.
- Cultivate a learning and growth mindset to identify new opportunities to contribute to ongoing process improvements.

#### HOW TO APPLY:

Interested candidates are encouraged to submit, via email, a cover letter and resume in PDF format, by noon on April 13, 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 <https://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.