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 40 staff members and 80 committee volunteers, we facilitate collaborative philanthropy by making powerful connections between donors and community organizations for the long-term benefit of Calgary and area.

As the city evolves, Calgary Foundation evolves with it. Our journey has taken us from a responsive grantmaker to a proactive community builder, with the courage and commitment to explore complex, systemic societal challenges in our city.

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 Foundation has committed to active reconciliation in accordance with the Truth and Reconciliation Commission (TRC) 94 calls to action and United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) as an important and integrated part of our culture. In addition, Calgary Foundation is on a journey of establishing a culture of racial equity – also known as “Equity in the Centre” – focused on the proactive counteraction of race inequities, both inside and outside the organization. Our reconciliation and racial equity journey is intentional, with meaningful participation from all team members both collaboratively and as individuals.

WHAT WE ARE LOOKING FOR:
As the first person in this newly created role, the Director, IT/IS is responsible for the network infrastructure, software applications and hardware devices across the organization. Reporting to the Vice President of Finance, this position has an organization-wide mandate to promote the adoption and optimization of technologies, methodologies and tools in order to enable the Foundation to be the most effective steward it can be of philanthropic assets. The position has broad responsibilities for the delivery of technology services with an emphasis on the effective implementation and uptake by staff of cybersecurity training, testing and evaluation.
WHAT YOU WILL BE DOING:

- Facilitate the development of mid- and long-term IT/IS strategic plans to provide for the efficient and effective operation of the information technology (SharePoint, wi-fi networks, hardware, etc.) and information systems (database, team-specific applications, web portals, etc.)

- Develop, implement, review, and maintain organization-wide IT/IS processes and policies, including systems and information security policies and procedures.

- Develop, implement, review, and maintain technology architecture and standards, ensuring that new technology acquisitions align and are consistent with the Foundation’s preferred architecture.

- Establish and facilitate a shared governance model for technology planning, prioritization and decision making.

- Leads the identification, development, prioritization, communication, implementation and evaluation of strategic technology projects.

- Assess and maintain systems, hardware, and processes, identifying potential vulnerabilities, and making recommendations to control risks identified based on industry standards.

- Oversee and ensure compliance with financial and non-financial system requirements as it relates to the segregation of duties, personal information, confidentiality, system user administration, and access control.

- Provide technical and administrative support to hardware, software, application programs, and network communications by performing duties such as diagnosing and resolving problems as well as maintaining user access and security levels.

- Ensure security of data, physical and cloud locations, network access, and backup systems.

- Manage, schedule and effect system upgrades, changes and maintenance while seeking to minimize service interruption.

- Identify the need for upgrades, re-configurations, or new systems. Budget for project human and financial resources. Oversee project implementation.

- Build relationships with technology vendors and assist in creating cost-efficient contracts. Administer ongoing subscriptions and licensing with all software and hardware vendors with specific attention to the various discounts afforded not-for-profit or registered charities.

- Work with outsourced technology service providers to procure all IT related equipment including but not limited to computer, laptops, peripherals, and phones. Coordinate the set-up (and decommissioning) of workstations with computers and necessary peripheral devices as well as the installation, configuration, and maintenance of software (and licensing thereof) for employees, contractors, or interns.

- Responsible for preparing and recommending annual operating and capital budgets for approval.

- Work closely with decision-makers on other teams to identify, recommend, develop, implement, and support cost-effective technology solutions for all aspects of the organization.
• Perform related new duties and tasks that evolve from the Foundation’s changing environment.
• Actively participate in monthly staff meetings by sharing knowledge and tools that can build the skills and confidence of technology end users.
• Maintain a network of community foundation and not-for-profit peers, commit to continuous learning, and remain abreast of current trends and industry developments.
• Ensure that the Foundation’s technology assets are appropriately protected from cyber and other risks.
• Develop and regularly review/test business continuity/disaster recovery plans for technology assets. Contribute to organizational business continuity/disaster recovery plans.
• Ensure that staff has access to timely and appropriate training to support their use of the Foundation’s technology in a productive and secure manner.

WHAT SUCCESS LOOKS LIKE:
• The day-to-day technology operations of the organization are efficient and well managed.
• Necessary or desirable technology transitions are foreseen, planned, implemented, and evaluated in a predictable and controlled manner.
• Through rapport building, staff members feel that their knowledge and confidence in using software and hardware tools has grown.
• The role effectively supports the Vice President, Finance in mitigating cyber, technology, and other organization risks.

DESIRED BEHAVIOURS:
• Exhibits effective communication skills in all forums (interpersonal, written, presentations) with staff members, management, technology consultants, vendors, clients.
• Collaborative in establishing alignment of best practices across the organization.
• Acts to formulate strategies and translate strategies into plans and budgets and to implement actions to achieve organizational objectives.
• Seeks to align technology services with the needs of the organization in ways that are stable, secure, affordable and sustainable.
• Business maturity and self-awareness is exhibited through good judgement, strong interpersonal skills and a good sense of awareness of how individual behaviours and actions are impacting users.
WHAT YOU WILL BRING:

EDUCATIONS, SKILLS AND EXPERIENCE:

- Bachelor’s degree and 5+ years related experience or equivalent combination.
- Professional certifications as appropriate (such as PMP, ITIL, Microsoft Technologies, Cloud, TOGAF).
- Demonstrated experience with project management and supporting strategic plans by implementing information technology solutions.
- Experience with system lifecycle from identification of business requirements through implementation/sustainment.
- Demonstrated experience with network management, computer hardware, software applications, web solutions and database and reporting tools.
- Demonstrated experience with computer networks, security and troubleshooting.
- Knowledge of technologies including Microsoft SharePoint Online, Microsoft Office 365 E5, Microsoft Azure, AWS Cloud, Microsoft Defender for EndPoint, Veeam, Windows Virtual Desktop, HTML, WordPress and Javascript.
- Knowledge of current Information Technology trends.
- Must be eligible to work in Canada

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.

Calgary Foundation is an equitable employer and we encourage applications from members of groups who face historical and/or current barriers to equity. We value the contributions that each person brings, and are committed to ensuring full and equal participation for all in our community.

HOW TO APPLY:

Interested candidates are encouraged submit, via email, a resume in PDF format including salary expectations and cover letter, by July 16, 2021 to Tracy Maracle, Vice President, Governance & Human Resources to email: careers@calgaryfoundation.org (The posting will remain open until filled.)

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.