



## DONOR GRANTS ADMINISTRATOR

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

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

**Starting Salary:** \$54,364 - \$62,000 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 46 staff members and 90+ 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 administrator to join our Donor Relations Team. The ideal candidate will be seeking to extend a fulfilling career in office administration, bringing experience in a nonprofit team support role and advanced skills in data input.

Reporting to the Director, Donor Stewardship, this position primarily supports the team’s donor stewardship activities. This includes processing and administration of Donor Advised grants, interfacing with grantees, generating database reports, and providing administrative support to the Donor Relations Team. The position also supports backup grants processing for others, as needed, such as our Capacity Building Team. The responsibilities of the Donor Grants Administrator require an incumbent to be flexible, effective at multi-tasking, well organized, highly attentive to detail and accuracy, diplomatic, and an effective communicator.

### WHAT YOU WILL BE DOING:

- Together with the current Donor Grants Administrator, process Donor Advised Fund grants, ensuring that grants are fully and accurately entered into the Foundation’s database system. Provide backup grants processing for Charitable Organization Fund distributions and Designated Fund grants, as necessary.
- Adjust grants requiring correction or reversal.
- Act as a primary contact for grantees regarding inquiries, meeting coordination, payment, grant acknowledgements, donor recognition, etc.

- Ensure that new grantee contacts and changes to existing grantee contacts are captured in the database.
- Oversee grant-related correspondence, which primarily but not exclusively includes correspondence with grantees regarding payments.
- Create reports from the database.
- Assist with donor and charity inquiries, research, meetings, correspondence, and related administrative duties as required.
- Provide backup and vacation relief for other Donor Grants Administrator and Distributions Administrator.
- Support the distribution of communications with donors regarding Funds, granting processes, and relevant Foundation activities.
- Support the management of information about grants and charities.
- Liaise with Grants and Finance Teams as needed.
- Other duties and projects in support of the Vice President, Donor Engagement, and the Donor Relations Team, as may be required from time to time.

## WHAT YOU BRING:

### Education, Skills, and Experience:

- Post-Secondary education or relevant experience: in the field of administrative information management preferred
- 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 would be an asset
- 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.
- 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 in PDF format, by January 24, 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 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](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.