



**CALGARY
FOUNDATION**
FOR COMMUNITY, FOREVER

**GRANTS ADMINISTRATOR
FULL-TIME (37.5 hours per week)
Salary \$52,000 - \$57,000**

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 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.

Calgary is a strong and vibrant community with a rich diversity of people. Our community is stronger because of this diversity, and we recognize that racism and other forms of systemic inequities based on ability, age, education, ethnicity, gender identity and expression, sexual orientation, religion, and many others exist and must be addressed to make Calgary Foundation and our community even stronger. Organizations are stronger and the work they do is more effective with a diverse team. We are committed to actively seeking this diversity of lived experience and to creating an organizational culture where diverse peoples – staff, volunteers, and board – can raise their perspectives authentically and for those voices to matter and impact decisions.

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. Our reconciliation and racial equity journey is intentional, with meaningful participation from all team members both collaboratively and as individuals.

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:

Reporting to the VP Grants and Community Initiatives, the Grants Administrator is responsible for a variety of office and administrative support duties that advance the impact, accountability, professionalism, and integrity of the Calgary Foundation's different granting programs and processes. This position provides the opportunity to learn about all aspects of the Foundation's granting programs but focuses on Application-Based Grants.

WHAT YOU WILL BE DOING:

Granting Platform Administration (Foundant) 30%

- 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.
- Revise and adapt online grant request template to reflect ongoing changes to granting programs and criteria.
- Monitor grant software updates. Liaise with software hosts and recommend enhancements where appropriate.
- Work with Grants staff to maintain consistency between various grant programs processes to support consistent data collection.

Grant Payment Database Management (FIMS) 40%

- After grants are approved, produce digital grant agreements for signature by the VP, Grants and Community Initiatives and grant recipients and file accordingly.
- Ensure that grants are completely, and accurately entered in the Foundation's financial database (FIMS). This includes grant details, fund allocation, payment schedule, current contact information for grantees, and the Foundation's grant coding practices.
- Schedule payments in the FIMS software for appropriate granting programs. Ensure that all grant conditions have been satisfied before grant payments are generated.
- Work with the Finance team to resolve any challenges with grant payments.
- Produce grant payment edit reports for signature by the VP, Grants and Community Initiatives and/or other internal signing authorities.
- Correspond with grantees regarding payments as appropriate for each granting program
- Ensure grantees have current contact information and liaise with the Database Administrator to maintain current organization and user profiles in online granting systems and FIMS.

Volunteer, Committee, and Grantee support 30%.

- Organize and schedule face-to-face meetings between Applicants and Calgary Foundation advisory committees.
- Prepare agendas for Grant Advisory Committee, Granting Committee and Major Grants Committee meetings.
- Assist in preparation for meetings, arrange catering, set up refreshments, prepare name cards, etc.
- Attend meetings and prepare minutes.
- Ensure meeting records, where grants are recommended or approved, are appropriately signed and filed in compliance with governance policies.
- Prepare information packages for volunteers and staff as needed for each granting program.
- Generate appropriate lists of applications and approved grants for Foundation website posting and other purposes as required.
- Work with VP, Grants and Community Initiatives, Grants Committee Chair, and other grants staff to periodically review and revise grant program processes.

Additional Responsibilities

Participate in professional development opportunities, through reading and review of materials and through development of knowledge and contacts with other funders, foundations, and

WHAT YOU BRING (Skills and Experience):

In addition to general office skills

- Ability to manage multiple tasks, prioritize workloads and maintain organized records, schedules, and files.
- Solid understanding of database usage for data entry, retrieval, and basic querying.
- Familiarity with Zoom, online polling applications, and Microsoft Office
- Attention to detail and accuracy in data entry, documentation, and administrative tasks.
- Interpersonal skills and relationship building.
- Excellent oral communication skills.
- Strong written and verbal communication skills.

WHAT SUCCESS LOOKS LIKE:

- Timeliness and accuracy of grant notifications and payments.
- Efficiency of committee meetings and accuracy of meeting minutes.
- Integrity of organizational information and compliance with audit requirements.
- Accuracy of charity information and key contact information.

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 to submit, via email, a resume and cover letter in PDF format by April 24, 2024, 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 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.