



**CALGARY
FOUNDATION**
FOR COMMUNITY, FOREVER

GRANTS ASSOCIATE, EVALUATION and LEARNING
FULL-TIME (37.5 hours per week)
Salary \$69-\$76k

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.

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 Vice President, Grants & Community Initiatives, you will advance the Vision and Mission of Calgary Foundation by:

- Building and sustaining relationships with charities, qualified donees and other nonprofit groups.
- Collaborating with grant recipients on the purpose/timing of reporting
- Fostering a learning culture by structuring grant reporting as an opportunity for both parties
- Revisiting and revising reporting formats as guided by grant recipients
- Consolidating learning from reports for foundation, charity, and sector learning; share this learning broadly
- Seeking feedback from charities, qualified donees, and other nonprofit groups for the purpose of improving Calgary Foundation processes
- Using database coding and data to perform outcome harvests and advance evidence-based decision making within the Foundation

WHAT YOU WILL BE DOING:

- A key aspect of this role is to support grant recipients to make any revisions or additions to their grant that promote success for the organization. This work is supportive in nature, i.e. encouraging, advising, and helping the grant recipient maximize the success of the funded initiative
- Based on individual and clustered grant results, the role gathers, documents and shares key results of Calgary Foundation grants, and where appropriate, looks at Foundation granting programs for the purposes of learning, improving our practices, and informing our internal and external stakeholders of Calgary Foundation's granting impact.
- Identifying and seeking out great grant stories backed up by facts is fundamental to being successful in this work
- Work with other Grants Team members to develop, implement, review, and maintain grant assessment criteria and processes. This includes reading and assessing external grant requests as appropriate
- Other responsibilities include work with other Grants Team members to continually improve Foundation granting programs and strategies, support the Team to develop strategic plans, and be actively engaged as a Foundation representative in philanthropic and community-based activities and events
- Perform related new duties and tasks that emerge and evolve from the Foundation's changing environment

WHAT YOU BRING:

Skills and Experience:

- Excellent communication skills
- Advanced critical thinking and assessment skills
- Demonstrated experience developing and implementing evaluation and learning strategies especially from an equity standpoint
- Aptitude for fostering positive, supportive, and mutually beneficial relationships
- Knowledge of and experience with database and reporting software and technology
- Knowledge of current evaluation and learning trends (developmental evaluation, utilization focused evaluation, outcome harvesting)
- Committed to the goals of Reconciliation and Racial Equity

WHAT SUCCESS LOOKS LIKE:

- Foundation relationships are characterized by trust, transparency, flexibility, responsiveness, and support
- Well-informed Foundation staff and volunteers execute knowledgeable granting decisions that consider results and learning from past grants
- Calgary Foundation, charities, and other qualified donees understand reporting as a tool for learning rather than an instrument for accountability
- Foundation stakeholders understand and value our positive impact in the community
- Calgary Foundation effectively assesses progress toward the achievement of its mission across teams

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 Aug 9, 2022, 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.