



**CALGARY  
FOUNDATION**  
FOR COMMUNITY, FOREVER

**GRANTS ASSOCIATE**  
**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 participating in a broad range of Calgary Foundation grantmaking activities. The core responsibility of the position is the ongoing operation and management of the current Community Grants Program, which is the Foundation's primary unrestricted grants program. The position also works with the VP, Grants and Community Initiatives to develop and deliver new grantmaking streams to address emerging and ongoing needs in the charitable sector, and which match Calgary Foundation priorities

## WHAT YOU WILL BE DOING:

### **Community Grants Program 70%**

- Proactively develop and maintain relationships with charities and other community-based organizations and potential applicants.
- Provide grant request advice and assistance to grant seekers from qualified donees, including those who have not previously applied for Calgary Foundation (TCF) grants
- Outreach to community organizations and potential applicants to promote Calgary Foundation funding opportunities.
- Screen applicants before the submission stage, with the purpose of encouraging appropriate proposals and discouraging inappropriate ones
- Organize face-to-face meetings between Applicants and Calgary Foundation advisory committees
- Participate fully in granting processes including attending all face-to-face meetings and committee meetings; notify applicants of decisions.
- After grants are approved, produce grant agreements and documentation for signature by the VP, Grants and Community Initiatives
- Play a key role in allocating Field of Interest and Unrestricted Fund(s) to specific grants and schedule grant payments.
- Ensure that all grant conditions have been satisfied before grant payments are generated
- Generate and share lists of approved grants for TCF website posting and Foundation learning
- Work in partnership with the Grants Impact Associate to support the Foundation's overall evaluation processes
- Work with the Grants Impact Associate to assess how past grant impact reports can inform ongoing improvements to our request forms and processes
- Work with the Grants Impact Associate for multi-year or any "staged payment" grants, ensuring that all requirements are fully met before releasing subsequent payments.
- Work with the Manager of Donor Stewardship to ensure that project proposals and final reports are provided to specific donors when required
- Watch for and explore opportunities to attract and support grant requests that align with the Foundation's Vital Priorities

- Work with VP, Grants and Community Initiatives, Grants Committee Chair and other grants staff to periodically review and revise Community Grants criteria
- Review and revise operational aspects of the Program as necessary.

#### **Support to other Calgary Foundation funding programs 15%**

- Refer Applicants to the most appropriate granting program.
- Review grant applications for completeness and eligibility. Liaise with Applicants as required. Provide feedback to Applicants prior to submission.
- Participate fully in making grant recommendations
- Watch for and explore opportunities to attract and support grant requests that align with the Foundation's Vital Priorities

#### **Application Platform and Database Maintenance 15%**

- 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.
- Assist with training and support for grant applicants, volunteers and staff for effective use of software.
- Ensure alignment between information systems and identify efficiencies

#### **Additional Responsibilities**

- Develop grant making expertise through participation in professional development opportunities, through reading and review of materials and through development of knowledge and contacts with community foundations and related grant programs
- Through strategic participation in community events, committees, convening activities and granter and funder tables, build and maintain a broad understanding of community and voluntary sector issues and priorities.

### **WHAT YOU BRING (Skills and Experience):**

In addition to general office skills

- Knowledge of/experience with Calgary's charitable sector
- Community engagement
- Interpersonal skills and relationship building
- Assessment and analysis skills
- Ability to make informed recommendations
- Excellent oral communication skills
- Ability to incorporate and use an equity-lens into decision making
- Experience with systems-level thinking and grant making preferred

## WHAT SUCCESS LOOKS LIKE:

- Granting programs meet charity needs and advance the Calgary Foundation's strategic objectives
- Charity, staff and volunteer satisfaction with execution of granting processes.
- Effective communication and collaboration within and across Foundation 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 16, 2022, 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 [calgaryfoundation.org](http://calgaryfoundation.org).