



DONOR GRANTS ADMINISTRATOR
Full time (37.5 hours per week)
Salary: \$49k - \$55k

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 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:

Reporting to the Director, Donor Stewardship, this position primarily supports donor stewardship activities within the Donor Relations Team. This includes processing and administration of Donor Advised and Designated grants, interfacing with grantees, and providing administrative support to the Donor Relations Team. The position also supports grants processing for others, such as team members in Capacity Building and Student Awards/Scholarships, as needed. The responsibilities of the Donor Grants Administrator require an incumbent to be flexible, well organized, highly attentive to detail and accuracy, and an effective communicator.

WHAT YOU WILL BE DOING:

- Together with the current Donor Grants Administrator, process Donor Advised, Designated, and Charitable Organization grants, ensuring that grants are fully and accurately entered into the Foundation's database system. Provide backup grants processing for Student Awards/Scholarships, as necessary.
- 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 the tracking, organization, and distribution of grant-related correspondence, which primarily but not exclusively includes the following:
 - Generating emails including correspondence with grantees regarding payments.

- Tracking and distributing grant acknowledgement and 'thank you' letters.
- Supporting filing, tracking and communications regarding grant-related reporting.
- 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.
- Support the distribution of communications with donors regarding Funds, granting processes, and relevant Foundation activities.
- Support the management of information about grants and charities.
- 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 with Microsoft Office (Word, Excel, and Outlook)
- Microsoft Word – creating documents by referencing Excel data to run Mail Merge
- Microsoft Excel – experience with Formulas and Functions
- Familiar with Macros in Word and Excel
- Outlook – 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.
- Team members' satisfaction and positive feedback re: quality and timeliness of support.
- 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 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 in PDF format and cover letter, by May 15th, 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 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.