



**Grants Administrative Assistant
Fulltime position**

The Calgary Foundation, established in 1955, helps to create a giving and caring community by identifying needs, convening groups around common concerns, making knowledgeable grants and facilitating philanthropy for the long term benefit of Calgary and area. The Calgary Foundation is one of the fastest-growing community foundations in Canada with over 900 Endowment Funds providing support in the areas of Arts & Heritage, Human Services, Lifelong Learning, Environment, Community Development, and Health and Wellness.

Purpose of Position in the Organization

The Grants Administrative Assistant's primary role is to support the grants team members to effectively accomplish their work. Reporting to the Vice President, Grants and Community Initiatives, the position also links with and coordinates volunteers, interacts with stakeholders and community partners, and responds to inquiries from charities requesting grant information.

Responsibilities: supports the Vice President, Grants and Community Initiatives effectively and efficiently; responds to charity requests for granting information; ensures grant applications and supporting documents are complete in preparation for analysis and review; prepares and distributes materials for grants advisory committee meetings; organizes meetings and records minutes; ensures grant agreements and reports are complete and received on time; enters and updates grant information in the database including extracting a wide range of reports.

Scope of the Position:

- Supports the Vice President, Grants and Community Initiatives: 15%
- Supports granting programs and staff, in particular Community Grants, including meeting organization, coordinating grants committee volunteers, takes minutes: 55%
- Responds to granting inquiries: 15%
- Manages granting records including applications, agreements and reports: 15%

Essential skills/qualifications for this position include a minimum of 5 years work related experience, post secondary education, ability to multi-task and prioritize, detail-oriented, strong planning and organizational skills, excellent written and oral communication skills, database experience and advanced Microsoft Office skills. Knowledge of charities' needs and work in Calgary and area and an ongoing interest in learning about the charitable sector are desirable.

To apply for this position, **send resume with salary expectations** by email **no later than noon on January 12, 2012** to:

Tracy Maracle, Executive Associate and Human Resources Officer
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