



**Grants Assistant
Position Mandate
May 2008**

Purpose of Position in the Organization

Founded by a group of active citizens in 1955 as a community foundation, The Calgary Foundation (TCF) is a “360 degree grantmaker” supporting charities in all parts of the charitable sector. Serving Calgary and area, TCF makes grants to promote a healthy, vibrant, and diverse community by engaging citizens in community building at all levels, strengthening the charitable sector to accomplish its work effectively, and nurturing a giving and caring community that values collaboration and learning.

To advance the vision and mission of TCF, the Grants Assistant’s primary role is to support the grants team to effectively accomplish its work. Reporting to the Director of Grants, the position also links with and organizes volunteers, interacts with donors, and responds to inquiries from grant applicants.

Desired Outcomes of the Position

- The professionalism, responsiveness, and integrity of The Calgary Foundation’s wide range of granting programs are maintained and enhanced through effective administrative and program support
- Calgary and area’s charitable sector is strengthened through the positive impact of TCF’s grantmaking programs
- Volunteers, staff, and other community stakeholders work together to assess proposals and make granting recommendations
- TCF has a solid knowledge of community needs, and of the charities that strive to have a positive impact on these needs
- Donors are inspired to be engaged in a range of TCF community initiatives

Specific Outcomes of the position

- Grants team members are supported effectively, efficiently, and proactively in their community building work
- Response to charity requests for granting information via E-mail, telephone, and mail is accurate and timely
- Granting information between charities, staff, and volunteers flows effectively and efficiently
- Grant information is accurate and up to date in the data base and in hard copy files
- Grant agreements, final and interim reports are complete and received on time from grant recipients
- Grant applications are complete in preparation for analysis, review, and evaluation

- Grant cheques are prepared and distributed on time
- Materials for grants advisory committee meetings are prepared and distributed well in advance of meetings, and meeting minutes are accurate and complete

Measures of Performance will include

- Effective, efficient, and proactive support to grants team members
- Effective organizational and administrative assistance to the Director of Grants
- Volunteer satisfaction and feedback (quality, quantity and timeliness) in terms of the support they need for participating in granting programs
- Up to date accuracy of Grant data and filing
- Completeness of charity accountability reporting for grants
- Timeliness of grant payments
- Charity satisfaction and positive feedback to granting inquiries and processes
- Donor satisfaction and feedback when engaged in granting activities

Scope of the Position

Administrative support to grants staff (25%)

Records management including grant agreements, proposals, reports (25%)

Charity communications and interaction (15%)

Volunteer communications (20%)

Meeting organization and documentation, including recording minutes (10%)

Grant payments (5%)

Skills and Competencies Required

- Thrives on organizing and supporting the work of a diverse team
- Highly organized, able to work concurrently on multiple projects
- Excellent written and oral communication skills, attention to detail
- Data management including high regard for accuracy
- Customer service skills
- Coordination of volunteers
- Knowledge of Calgary and area charities, their needs, their work and people and an ongoing interest in learning about the charitable sector

To indicate your interest, please send your resume and salary expectations by May 20, 2008 to:

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For information on the Calgary Foundation visit our website at www.thecalgaryfoundation.org