

## **Grants Coordinator/Administrator** **Job Posting with Max Bell Foundation**

Max Bell Foundation ([www.maxbell.org](http://www.maxbell.org)) is seeking a Grants Coordinator/Administrator to join their small, dynamic team. Located in Calgary, Alberta, Max Bell Foundation is a private philanthropic Foundation that has, since 1972, funded charitable initiatives across Canada. Our current focus is on health & wellness, education, and the environment.

Reporting to the President, the Grants Coordinator/Administrator will have an interesting and varied range of activities. The individual will play a key role in advancing the Foundation's impact, will develop strong relationships with colleagues and associates, and will have the opportunity for professional growth through coaching and training.

The Grants Coordinator/Administrator will be responsible for many of the day to day operations of the Foundation and will be key point of contact for Foundation partners and grantees. Success in the role will require a strong orientation to service in relation to the Foundation's external and internal stakeholders.

### **Responsibilities and Duties**

#### **Grant Administration**

1. Answer inquiries from the public regarding the Foundation guidelines and application procedures.
2. Assist in vetting all new unsolicited grant applications and ensure an appropriate response is made to each applicant.
3. Manage the Foundation's online grants management program.
4. Assist in coordinating peer reviews of grant proposals.
5. Assist in monitoring the performance of grant recipients; review progress reports and recommend release of disbursements.

#### **Foundation Administration and Clerical**

1. Administer day-to-day finances including payment of invoices, grants, and payroll and employee benefit plan; and monitoring anticipated cash requirements on an on-going basis.
2. Provide financial information to staff, controller and auditors.
3. Assist in the preparation and presentation of a variety of reports and materials.
4. Coordinate the preparation of materials and logistics for board meetings and other Foundation events, meetings, and functions.
5. Record minutes for various meetings including Board of Directors meetings and Investment Committee meetings.

6. Assist with maintenance of the Foundation's website.
7. Maintain all office equipment (e.g., photocopier; postage meter; etc.) and – working with IT consultant - manage maintenance of IT.
8. Perform administrative duties including but not limited to: mail, correspondence, office supplies, scheduling of meetings, maintaining filing systems, and maintaining contact database
9. Undertake special projects and additional duties as assigned by the President from time to time.

### **Executive Assistance**

1. Provide executive assistance as needed to the President & Special Advisor.
2. Assume duties of Secretary to the Board of Directors and Investment Committee.

### **General Requirements**

The ideal candidate will have earned a post-secondary degree or diploma (university or college) and will have 3-7 years of work experience with the following qualifications, skills and competencies:

- a) Relevant post-secondary training from an accredited institution.
- b) Excellent writing skills; able to write a variety of business documents clearly, correctly, and with attention to detail (emails, business letters, reports, etc.).
- c) Excellent inter-personal communication skills and a facilitative, respectful 'service-orientation' in dealing with colleagues, applicants, and grantees (in person, on the telephone, and via email).
- d) Knowledge of basic software (Microsoft Office) and strong capacity to learn new programs including databases.
- e) Basic accounting and budgeting skills.
- f) Able to establish long-term, collaborative relationships built on trust and openness.
- g) Able to meet deadlines and complete projects in a thorough and timely manner.
- h) Proactive, resourceful, hard-working and able to work as a self-sufficient member of a small team.
- i) Able to work well in a structured environment and adapt to a professional office culture.
- j) Enthusiastic and curious about the non-profit/charitable sector.
- k) Impeccable integrity, discretion, and confidentiality.
- l) Willingness to complete a criminal and credit background check.

### **Salary Range**

\$52,000 - \$75,000 plus benefits

### **Other Details**

Compensation will be commensurate with experience. The Foundation offers a comprehensive benefits package, professional development opportunities, and a collegial working environment. The position is based in Calgary, Alberta, and will require flexibility for occasional overtime work as well as occasional travel for special training and events.

### **How to Apply**

Submit your letter of application addressing the general requirements, your Résumé, and references by January 26, 2020 to Laurel Carlton at [laurel@summitinstride.com](mailto:laurel@summitinstride.com) with the subject "Grants Coordinator/Administrator."

We thank all applicants for their interest and effort in applying for this position; however, we will contact only those being considered.