

## The Rossy Family Foundation Program Director Job Description

The Rossy Family Foundation (RFF) was founded in 2005 with the goal of improving Canadians' lives and Canadian society and has grown to become one of the largest family foundations in the country. Its current focus areas include cancer care, mental health, civic engagement, movement disorders, education and the arts. The RFF is also committed to supporting a vibrant Montreal. Since its founding, the RFF has made more than 750 grants to charitable organizations in Montreal, across Canada and internationally. The RFF has its administrative office in Montreal and a presence in Toronto.

The Foundation is seeking a full time Program Director to support current and future program areas by developing, evaluating, and monitoring grants.

The successful candidate will work as an integral part of a dynamic and growing team to create social change. The Program Director will help advance the Foundation's work by

- Conducting research on program areas and current and potential grantees
- Completing quantitative and qualitative analysis
- Contributing to the development of communications products including Power Point decks
- Communicating with current and prospective grantees and partners
- Supporting the monitoring of current and future grantees

The ideal candidate would have

- A passion for social change and continuous improvement
- 5+ years of experience in a professional role, working in a fast-paced team environment
- The ability to work independently on multiple priorities
- Strong research and writing skills
- Solid financial skills
- Strong communication and team skills
- Skills in Microsoft office suite (e.g. Word, PowerPoint, Excel)
- A bachelor's degree is essential; a Master's degree would be an asset
- English essential, spoken and written French is an asset
- Knowledge and/or experience in grant making, consulting, and/or law is an asset

The successful candidate would work at the Foundation office in the Town of Mount Royal in Montreal. Occasional travel is required.

To apply, please [click here](#), fill out the google form and attach your CV via the form. The application deadline is by March 2nd, 2018.

Compensation will be commensurate with experience. The target start date for this position is flexible.

If you have any questions, please contact Sara Pederson at [sara.pederson@rossyfamilyfoundation.org](mailto:sara.pederson@rossyfamilyfoundation.org).