



JOB DESCRIPTION – PROGRAM OFFICER (Montreal, Quebec)

The Trottier Family Foundation is expanding and seeking its first Program Officer who will be a member of the Foundation team and contribute to the implementation of the Trottier Family Foundation's strategic goals. Reporting to the Executive Director, the Program Officer's work will be constantly evolving and will include responsibilities with grants management, strengthening capacity of grant partner organizations, planning and organizing programs, carrying out other important operational duties.

Bilingualism (French and English) is required for this position.

ABOUT THE FOUNDATION

The Trottier Family Foundation is a private family foundation based in Montreal and established in 2000. We use the Foundation's resources as tools to bring about positive social change and to leverage the impact of the funding beyond its initial purpose. Our goal is for our grant partners to be stronger, more effective, and more resilient by providing added value that extends to beyond solely funding projects.

The Foundation invests in organizations that work within four primary areas of focus:

- 1) Science
- 2) Environment
- 3) Education
- 4) Health

RESPONSIBILITIES

The Program Officer will have responsibilities in the following areas:

1. **Grant Management:**

- Identifying, developing, analyzing and recommending grant programs and partnerships through research and due diligence, based on the Foundation's mission and program guidelines.
- Communicating with grant partners and representing the Foundation with grant partners.
- Administering the Grants Management Software
- Tracking and evaluating grant results as well as preparing impact reports for Board members.

2. **Capacity Strengthening of grant partner organizations:**

- Assisting grant partners with grant applications, project planning, project monitoring and evaluation.
- Attending events for grantee organizations.
- Maintaining regular communications with grantees and coordinating their continued engagement with the Trottier Family Foundation as well as with relevant community stakeholders and beneficiaries.
- Encouraging grant partners to initiate and strengthen cross-sector partnerships and collaboration with other experts in their field.
- Developing and maintaining a network of grant partners, experts and institutions of relevance to advance the mission of the Trottier Family Foundation.
- Representing the Trottier Family Foundation at forums, meetings and technical working groups.

3. **Knowledge and Learning:**

- Participating in relevant conferences, workshops and webinars to advance knowledge of field of work related to the Foundation's areas of focus.
- Researching and analyzing specific projects related to the Foundation's areas of focus and target beneficiary groups.
- Preparing timely and accurate information to the Foundation Board for decision-making on programs and projects.

QUALIFICATIONS AND COMPETENCIES

A bilingual professional with solid experience in the not for profit sector, the Program Officer will possess an understanding of and enthusiasm for the Foundation's mission, philosophy, values and grant-making activities. Intellectually curious and practically oriented, the ideal candidate will have a passion for one or more of the foundation's core program areas. While experience with a family or private foundation is considered a strong asset, it is not expressly required for this position. More important is previous field experience and program management expertise, either as a volunteer or as a professional.

The successful candidate will be a high achiever with an excellent work ethic, very detail oriented, strong research skills, able to work independently, initiate projects and manage their work and time effectively in a small office, where team-work, collaboration and flexibility are essential. Genuinely passionate and personable, the ideal candidate will be eager to grow and learn, and will be proactive in bringing forward innovative ideas in a clear, articulate and inspiring fashion.

The Program Officer will have the following skills and competencies:

- Experience working in one or more of the Foundation's areas of focus (environment, science, health, education)
- Experience in grant administration and working in the Foundation's strategic areas (Capacity Strengthening, Collaboration and Knowledge & Learning).
- Integrity, good judgment, attention to detail, sound organizational skills, and demonstrated ability to manage a variety of complex projects concurrently to a high standard of excellence.
- Ability to adapt, translate and summarize education, environmental, health and science issues and concepts for non-expert audiences.
- English and French communication skills.
- Solid computer skills (Word, Excel, Power Point, Google drive, etc.).
- A University degree is required for this position.
- Periodic travel within Canada may be required.

FOR MORE INFORMATION

Candidates are asked to please submit both a resume and a letter of interest to: info@trottierfoundation.com

All enquiries and nominations will be kept in strict confidence.

Only candidates who are currently legally eligible to work in Canada will be considered.