

# Max Bell Foundation

105 12 Avenue SE, Suite 970  
Calgary, AB T2G 1A1  
[www.maxbell.org](http://www.maxbell.org)

## **PROGRAM OFFICER**

**Application Deadline: May 24, 2021**

If you're a curious, self-motivated person who cares deeply about the roles charities can play in making Canada better for all Canadians, this could be the job for you.

Private foundations in Canada have tremendous potential to help shape a better society. At Max Bell Foundation, we aim to realize that potential by focusing on the roles charities play in shaping public policy in the areas of Health, Education, and Environment.

Founded in 1972 and located in Calgary, we support charities across Canada with both direct grants and by offering a small number of our own programs, including a Public Policy Training Institute to help leaders of Canadian charities improve their abilities to inform public policy development.

We're looking for a new Program Officer to join our small and dedicated team in Calgary. This full time position will involve you in many of the pressing public issues of our time. It will test your analytical and communication skills while exposing you to some of the country's most inspiring organizations and individuals. It requires that you're comfortable with continuous learning.

Have a look at the attached position description. If it gets you excited, we want to hear from you.

E-mail your application—a telling, informative cover letter, your resumé, and salary expectations—to [HR@maxbell.org](mailto:HR@maxbell.org). Make sure we get it by midnight MDT time on Monday, May 24, 2021.

Our next team member is reading this. We can't wait to meet you!

**Max Bell Foundation  
Position Description  
Program Officer**

**Position Type:** Full time contract (subject to six month probationary period)

**Reports To:** President

Max Bell Foundation is seeking a Program Officer who will play a key role in advancing the Foundation's impact. The Program Officer will report to the President of the Foundation and will be involved in a broad and varied range of activities.

**Responsibilities will include but not be limited to:**

- Identifying and developing opportunities for funding consideration. This will include both vetting submitted inquiries and proposals as well as proactively seeking out and developing proposals that are of interest to the foundation.
- Supporting funded projects: reviewing progress, providing feedback, conducting site visits and interviews, and recording learnings.
- Conducting research on program areas to keep abreast of evolving contexts, identifying emergent trends and practices that could enhance the impact of the Foundation, synthesizing information, and recommending responses.
- Assisting in periodic program review and the development of programs, strategies, policies and funding areas for consideration.
- Event management.
- Developing and nurturing productive working relationships with a range of organizations and individuals.
- Encouraging and participating in strategic collaborations as required.
- Assisting in monitoring records of the Foundation's overall financial status including disbursement quotas and annual granting budgets.
- Representing the Foundation publicly in a variety of ways as required.

## **Qualifications**

The ideal candidate will have 3-5 years of relevant experience. They will have the following qualifications and competencies:

- Post-Secondary degree; a Master's degree considered an asset.
- Exceptional written and spoken communication skills.
- Exceptional interpersonal skills and a facilitative style in dealing with others both inside and outside the organization.
- Analytical, strategic, nimble, and creative thinker; able to understand complex issues and develop appropriate responses.
- Track record of building productive, collaborative relationships based on trust and openness.
- Impeccable discretion, diplomacy, and confidentiality.
- Experience in project design, management, budgeting, and evaluation.
- Strong research and scanning skills; able to synthesize and summarize large volumes of information.
- An understanding of public policy and its development.
- Enthusiastic and curious about the roles of Canadian charities in the broader fabric of Canadian society.
- Computer proficiency (MS Office and database experience).
- Financial management skills.
- Ability to work as a self-sufficient member of a team in a small office.
- Ability to consistently meet deadlines, work flexible hours when required, and manage a variety of tasks concurrently.
- Knowledge and experience of funding/grantmaking practices considered an asset.
- Knowledge of investment management considered an asset.

## **Other Details**

Compensation will be commensurate with experience. The Foundation offers a competitive 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 travel to attend meetings, site visits, and conferences.

## **How to Apply**

Submit your letter of application and résumé with salary expectations by Monday, May 24, 2021 to Max Bell Search Committee at [HR@maxbell.org](mailto:HR@maxbell.org). We thank all those who apply for their interest. Only applicants selected for an interview will be contacted.