

Donations Coordinator

Location: Calgary, Alberta

The Donations Coordinator is responsible for delivering accurate and timely assistance for the Foundation's day-to-day operations. Their responsibilities include, but are not limited to, providing administrative support to the Foundation's President, Director of Donations, Board, and staff.

Responsibilities and Duties

- Maintain a welcoming, professional, environment in the Foundation's office.
- Respond to routine inquiries about the Foundation, including application deadlines, eligibility criteria, and the proposal review process.
- Serve as primary contact for applicants who need assistance utilizing the Foundation's application and progress report submission portal, ensuring the application portal always functions effectively.
- Undertake initial research on prospective programs, partners, and applications: verify all submitted applications and reports are eligible, accurate, complete, correctly recorded in the grants management database, and tagged for review.
- Ensure all applications are acknowledged on a timely basis.
- Maintain and optimize grants management system and database, ensuring data integrity.
- Input accurate records: update records as soon as decisions are made and generate standard documents and correspondence.
- Prepare and distribute all internal reviews, evaluations, and reports, including materials for Foundation meetings.
- Administer the Foundation's programs and special projects.
- Support the Foundation's communication strategy, processes, content, and channels.
- Organize and collaborate with others to set up meetings, site visits, and special events.
- Collaborate with accounting staff to ensure timely payments of commitments and expenses.
- Be willing to undertake broader work and accountabilities.

Qualifications and Competencies

- Advanced computer and office competencies required, including demonstrated competencies working with Microsoft Office.
- Knowledge of, and experience working on, database systems; familiarity with grants management systems strongly preferred.
- Exceptional analytical and communication (both written and oral) skills required.
- Minimum of five years professional office experience or equivalent preferred.
- Bachelor's degree or equivalent experience required.

Other Skills and Abilities

- Strong documentation management skills; close attention to detail and accuracy.
- A professional and welcoming demeanor in person, online, and on the telephone.
- Ability to maintain a high degree of discretion and confidentiality.
- Ability to work effectively and collaboratively in a small office environment, even during a pandemic.
- Ability to take the initiative and complete special projects independently and on-time.
- Ability to multi-task and manage time well.
- Personal qualities of integrity, strong work ethic, and a commitment to the Foundation's purpose.

Compensation

Compensation will be commensurate with experience.
A comprehensive benefits package will be provided.

Please submit your resume and a one-page cover letter explaining why you are perfect for the position to - sfginvestments@sjrb.ca

Deadline – COB Wednesday, January 26, 2022