

Max Bell Foundation

105 12 Avenue SE, Suite 970
Calgary, AB T2G 1A1

PROGRAM OFFICER

Application Deadline: April 1, 2024

If you're an intellectually curious, self-motivated person who cares about making Canada better for all Canadians, this could be the opportunity for you.

At Max Bell Foundation, we support charities that aim to shape public policy in the areas of Health, Education, Environment, and Democracy. We believe the organizations we get to work with make big contributions to improving our society.

We were founded in 1972 and we're located in Calgary. Our work involves making direct grants to charities across Canada. We also offer a professional development program called the Public Policy Training Institute. And we present a small number of public events. In all our work we value inclusion, and the application of reason to evidence. You can find out more about us at www.maxbell.org.

We're looking for a Program Officer to join our small and dedicated team. This role will involve you in many of the pressing public issues of our time. It will use your sharp 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—an informative cover letter, your resumé, and salary expectations—to HR@maxbell.org. Make sure we get it by midnight mountain time on Monday, April 1, 2024.

Max Bell Foundation

Program Officer

Position Type: **Contract, renewable**

Target Start Date: **May 21, 2024**

Reports To: **President**

Max Bell Foundation is seeking a Program Officer. The successful candidate will play a key role in advancing the Foundation’s impact. Reporting to the President, they will be involved in a range of activities.

Key Responsibilities

- Identifying and developing opportunities for funding consideration. This will include 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 ongoing environment scanning related to our 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.
- 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.
- Event management.
- Representing the Foundation publicly in a variety of ways as required.

Qualifications

The ideal candidate will have 2-5 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.
- Professional integrity.
- Impeccable discretion, diplomacy, and confidentiality.
- Some experience in project design, management, budgeting, and evaluation.
- Strong ability to discern credible sources, and to synthesize and summarize information.
- At least a basic 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).
- Ability to work as a self-sufficient member of a small team.
- 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.

Compensation

The salary range for this position is \$81,800 to \$93,850 per annum. Compensation will be commensurate with experience. The Foundation offers a competitive benefits package, professional development opportunities, and a collegial working environment.

Other Details

- Our offices are in Calgary, Alberta – the 7th best city in the world to live in according to the Economist Intelligence Unit's global livability ranking. Our small team values an in-person work environment. Employees have the option to telecommute up to four times per month.

- The position requires 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 resumé with salary expectations by Monday April 1, 2024, to Max Bell Search Committee at HR@maxbell.org. We thank all those who apply for their interest. Only applicants selected for an interview will be contacted.