

Max Bell Foundation

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

PROGRAM OFFICER – One-Year Parental Leave Contract

Application Deadline: Wednesday, March 19, 2025

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.

Grant-making foundations have tremendous potential to help shape a better society. At Max Bell Foundation, we realize that potential by focusing on the roles charities play in shaping public policy in the areas of Health, Education, Environment, and Democracy. The organizations we get to work with and support make big contributions to improving our society.

Founded in 1972 and located in Calgary, we support charities across Canada with both direct grants and by offering a professional development program. 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 for a one-year parental leave contract. This role will involve you in many of the pressing public issues of our time. It will sharpen 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—an informative cover letter, your resumé, and salary expectations—to HR@maxbell.org. Make sure we get it by midnight MDT on Wednesday, March 19, 2025.

**Max Bell Foundation
Position Description
Program Officer**

Position Type: One year contract (parental leave)

Target Start Date: May 15, 2025

Reports To: President

Max Bell Foundation is seeking a Program Officer for a one-year parental leave contract. 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.
- 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:

- 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 ability to discern credible sources, and to synthesize and summarize 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.
- Post-Secondary degree; a Master's degree considered an asset.
- 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 \$83,350-\$95,650. Compensation will be commensurate with qualifications and experience. For the right candidate, a less than full-time contract would be considered. The Foundation offers a competitive benefits package, professional development opportunities, and a collegial working environment.

Other Details

- Our offices, and this job, are in Calgary, Alberta. Telecommuting up to 20% time would be considered for the right candidate.
- For the right candidate and organization, a secondment arrangement would be considered.
- 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 résumé with salary expectations by Wednesday, March 19, 2025, 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.