



Project Funding Manager

1 Year Limited Term

Calgary Health Foundation is a philanthropic organization established in 1996 to unite donors, hospitals, health care providers and community partners with the ambitious aim of revolutionizing health outcomes. Together, we continue to transform lives by establishing extraordinary health programs — early stroke intervention, a world class urology clinic and brain institute, precision neonatal care and advanced trauma centres. Through collaboration, unrelenting persistence and a sharp focus on care, wellness and research, we are unyielding in our efforts to ensure Calgarians receive the most progressive health care in the world — because our loved ones and yours deserve nothing less.

THE ROLE

The Calgary Health Foundation's Project Funding Manager (PFM) acts as the facilitator between the Foundation and proponents interested in collaborating on health care investments. The PFM responds to internal and external inquiries for funding opportunities and supports the full cycle of the funding priority process, including: co-development of grant applications with key partners and stakeholders; facilitating Foundation review procedures; developing funding agreements and impact frameworks for approved projects; managing project cash flow; reviewing annual progress and financial statements; final impact reporting; and project close-out.

KEY RESPONSIBILITIES

- Review, recommend and implement improvements to the Foundation's funding processes and procedures.
- Assume responsibility for records management and reporting related to funding proposals, evaluations, disbursements and impact reporting.
- Work in collaboration with the Foundation's internal teams and our partners and stakeholders, including the University of Calgary and Alberta Health Services, to pursue and consider funding opportunities that align with our mission and brand proposition.
- Participate in working groups with key stakeholders to strengthen and expand partnerships that share a common vision.
- Prepare funding recommendations and presentations for consideration by the Foundation's executive and board.
- Provide support to the executive and board in establishing the Foundation's impact framework, including the identification of impact measures/key indicators of success and collecting, analyzing, and interpreting impact data for multiple purposes and audiences.
- Liaise with the finance group to review fund accounts, oversee timely disbursements and inform quarterly and annual reporting.
- Support marketing and fundraising efforts through increased awareness and understanding of funded initiatives and their value to patients and the health care system.

EXPERIENCE, QUALIFICATIONS AND EDUCATION

- A post-secondary degree in a health related, scientific or business discipline is preferred; Masters level education is desirable. Suitable combinations of education and experience will also be considered.
- Your education is complemented by a minimum of 7 years of relevant, sector specific experience in roles with a focus on project management, database management and outcome/ROI measurement.

ATTRIBUTES AND ABILITIES

- In previous roles, you have demonstrated the ability to evaluate the effectiveness and outcomes of programs accurately and objectively, making appropriate recommendations and adjustments. Working knowledge of evaluation and impact reporting frameworks in healthcare and post-secondary education and research sectors is considered an asset.
- Well-honed project management skills support your ability to successfully manage multiple demands in a dynamic and time-sensitive environment while tracking activities and outcomes to successful completion. You have proven experience with business processes, effectiveness in project monitoring and demonstrated financial acumen.
- Experience with database management and configuration is strongly preferred, including the ability to build queries, reports, and dashboards.
- Your strong interpersonal skills serve to build and enhance relationships with colleagues, partners, and stakeholders alike. You are flexible and adaptable, with a proven ability to effectively navigate complex and dynamic environments.

WORKING CONDITIONS

- Primarily sedentary computer work

APPLICATION INFORMATION

Please note that all Calgary Health Foundation employees are required to provide proof of full COVID-19 immunization upon hire as a condition of employment.

To explore this opportunity further, please send your resume and cover letter, in confidence, no later than December 9, 2021 to:

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