



Advancing care for better lives – that’s what we do! Calgary Health Foundation is a community-based charity that raises funds to advance health care. 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.

Are you an organized person with strong attention to detail and a passion for advancing compelling projects in our community? If yes, connect with us today!

THE OPPORTUNITY: PROJECT FUNDING COORDINATOR

Project funding plays a critical role in the impacts we make in our community. We find opportunities to invest in excellence across the entire health care system, all to enhance outcomes and improve lives.

As the Project Funding Coordinator, you will support the development, administration and monitoring of Calgary Health Foundation funding operations, ultimately contributing to the achievement of the Foundation’s goals and objectives.

Key accountabilities of the role include:

- As the primary point of contact for all applicants, **assist with inquiries** related to Calgary Health Foundation’s programmatic funding processes and tools.
- **Conduct preliminary administrative assessment of funding applications.**
- **Coordinate internal and external meetings for project funding initiatives** including technical and logistical set up, agenda creation and distribution, minutes, and following up on action items.
- **Support the development, production, collection and filing of funding documents** that align with the entire process and project life cycle.
- **Manage and organize the structure of project funding data and documents,** shared digital files and drives.
- Liaise internally to **produce funding details and extracts required for reporting.**

THE IDEAL CANDIDATE

The ideal candidate has exceptional organization skills with proven success managing multiple demands in a dynamic and time-sensitive environment while tracking activities and outcomes to successful completion. Possessing critical assessment skills and the ability to maintain relationships with stakeholders, the successful incumbent will use their proven communication and collaboration skills to ensure project funding activities are delivered with excellence.

Additional qualifications:

- Bachelor's degree in a relevant field (i.e., business administration).
- A minimum of 3 years' experience in roles with a focus on grant writing, project management, database management including the ability to build queries, reports, and dashboards, plus outcome/ROI measurement.
- High proficiency in all Microsoft Office applications.
- Working knowledge of the healthcare sector would be an asset.
- Knowledge of project management principles and direct experience working with project management software would be an asset.

If this sounds like you, please apply by no later than March 30, 2024, including a cover letter and résumé via:

- LinkedIn (preferred): [Project Funding Coordinator](#)

OR

- by email in confidence to delcie.eldred@calgaryhealthfoundation.ca

ADDITIONAL INFORMATION

It is expected that the starting salary for this position will be \$55,000 – \$65,000, aligned with the successful candidate's experience and skill set.

For more information about the Calgary Health Foundation, please visit www.calgaryhealthfoundation.ca, or find us at yyc_health and calgaryhealthfoundation on X (formerly Twitter) and other social media respectively.