



Are you interested in joining a team where you are improving lives by propelling meaningful healthcare advancements within our community? At **Calgary Health Foundation**, that is what we do! Through collaboration, philanthropy, and strategic investment, we enable new levels of excellence across the entire healthcare system, all to enhance outcomes and build healthier communities.

We are growing and have exciting career opportunities within many areas and functions. If you are ready to make a difference in the community in which you live and work, please apply today.

### **THE OPPORTUNITY: Funding Financial Advisor**

---

As the Funding Financial Advisor, you will support the Foundation's Program Funding Team in managing projects (pre- and post- award) to ensure the financial integrity of funded initiatives that advance CHF's mandate.

Key accountabilities of the role include:

- **Monitoring of all financial aspects of the awarded projects**, including budget tracking, disbursement of funds, and financial reporting throughout the projects' lifecycle.
- **Evaluating and reporting on the financial statuses of all projects**, and recommending corrective actions as needed.
- Working with fund holders and internally **to address all aspects of the projects' financial elements**.
- **Providing guidance to fund recipients** on financial management practices and compliance requirements.
- **Supporting community partnerships** including attendance at quarterly meetings.

### **THE IDEAL CANDIDATE**

The ideal candidate is highly organized, has a keen attention to detail, and is a proactive individual with a strong ability to manage multiple tasks and priorities. Possessing excellent communication skills, both written and verbal, and a strong collaborative and problem-solving mindset, the ideal will contribute to efficient and controlled programmatic funding.

Additional qualifications:

- Bachelor's degree in a relevant field (i.e. business, finance, accounting).
- A minimum of 5 years of experience in a funding function.
- Expert-level proficiency in office software and technology.
- Previous experience in a non-profit environment is highly desirable.

If this sounds like you, please apply by no later than September 30<sup>th</sup> by email in confidence to [careers@calgaryhealthfoundation.ca](mailto:careers@calgaryhealthfoundation.ca).

## **ADDITIONAL INFORMATION**

---

It is expected that the starting salary for this position will be in the range of \$70,000 to \$85,000, aligned with the successful candidate's experience and skill set.

**Calgary Health Foundation** is a community-based charity raising funds to advance our city's healthcare. For more information about Calgary Health Foundation, please visit [www.calgaryhealthfoundation.ca](http://www.calgaryhealthfoundation.ca), or find us at on social media @yyc\_health and calgaryhealthfoundation.

Our team is made up of people-minded, empathetic, and innovative contributors. We are an equal opportunity employer, and we strive to create an inclusive culture for all employees. We believe that diversity and collaboration amongst our teams drives innovation and transformation.

If this posting describes your background, skills and attributes please visit our website for more information and submit your resume and cover letter. If it doesn't describe you exactly but you feel you are well suited to this opportunity, we encourage you to apply.