



We're looking for individuals who bring fresh ideas, enthusiasm, passion, and dedication to making a difference. Be a part of a team driven by donor impact, healthcare innovation and purpose! 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 with a view to enhance outcomes and build healthier communities.

We are growing and we 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: Information Technology Manager

Calgary Health Foundation is looking for a hands-on IT Manager to guide and support our IT team while actively contributing to daily operations. This role will be responsible for overseeing IT infrastructure, security, and user support, ensuring reliable and effective technology solutions. Supervising a small team of system specialists, you will play a key role in implementing an IT Service Management framework and best-in-class standards across the organization.

Key accountabilities of the role include:

- **Maintaining and enhancing the organization's IT infrastructure**, ensuring optimization across all platforms, security compliance, appropriate risk management, and overall strong business continuity.
- **Evaluating and implementing new technologies** to support the system infrastructure to advance the Foundation's mission and goals.
- **Leading IT initiatives**, including system upgrades, cloud services, cybersecurity enhancements, and system improvements within established budgets.
- **Providing technical support and general training** with focus on excellent end-user support, continuous improvement, and best practices in system delivery.
- **Coaching and mentoring direct reports**, providing hands-on support as needed.
- **Acting as the primary escalation point for all complex technical issues.**

THE IDEAL CANDIDATE

The ideal candidate will bring a strong foundation in IT Service Management (ITSM), alongside deep technical expertise in IT infrastructure, cybersecurity, and cloud technologies. With exceptional communication and interpersonal skills, the successful incumbent will effectively mentor and guide IT staff, while translating complex technical concepts for non-technical stakeholders while also leverage their outstanding project management abilities and collaborative mindset to drive IT optimization and continuous improvement across all organizational functions.

Additional qualifications:

- Bachelor's degree in a relevant field (i.e., Information Technology, Computer Science, Network Administration, etc.).
- A minimum of 5 years' direct experience in IT support, system administration, or a related role.
- A minimum of 2 years' direct people management experience.
- Expertise in Microsoft 365 Administration required; Copilot, MDM and Endpoint Management with Intune & Autopilot, Jira Service Management, and Zscaler preferred.

If this sounds like you, please apply by no later than April 14, 2025, including a cover letter and résumé via:

- **LinkedIn (preferred):** [Information Technology Manager | Calgary Health Foundation | LinkedIn](#)

OR

- by email in confidence to careers@calgaryhealthfoundation.ca.

WHY JOIN US?

At Calgary Health Foundation, we believe in the power of philanthropy to transform healthcare and improve lives. As a nonprofit organization dedicated to funding breakthrough medical research, life-saving equipment, and innovative health programs, we are driven by a shared purpose: to advance healthcare for better lives.

When you join our team, you become part of a passionate group of professionals committed to making a tangible difference in our community. You'll work in a dynamic, collaborative environment where your skills and ideas help shape the future of healthcare in Calgary.

What We Offer:

- **Meaningful Impact** – Your work directly contributes to improving patient care, supporting medical innovation, and advancing life-saving healthcare initiatives.

- Collaborative Culture – We foster a supportive, purpose-driven workplace where teamwork and shared success are celebrated.
- Professional Growth – We invest in our people through mentorship, learning opportunities, and career development.
- Work-Life Balance – We offer flexibility and benefits that prioritize your well-being.
- A Passionate Community – Be part of a team that is inspired by the stories of those we help and the donors who make it possible.

If you're looking for a career that combines purpose with professional growth, join us and help shape the future of healthcare in Calgary.

ADDITIONAL INFORMATION

It is expected that the starting salary for this position will be \$95,000 - \$110,000, 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, or find us at on social media @yyc_health and calgaryhealthfoundation.

If this posting describes your background, skills and attributes please visit our website for more information and submit your resume and cover letter.