

## **Job Posting Granting Officer**

Covenant Foundation proudly supports Covenant Health, Covenant Care and Covenant Living and their 155-year legacy of healing the body, enriching the mind and nurturing the soul.

Our foundation partners with the community to help create vibrant communities of health and healing for Albertans from all backgrounds, faiths and circumstances, through every stage of life. With the support of donors, we help transform health care for priorities such as seniors' health, mental health and addiction, rural health, palliative care, women and children's health, and spiritual care. The funds we raise support specialized programs, equipment and training, and enhanced care spaces at 21 Covenant hospitals and continuing care sites across Alberta.

### **Covenant Foundation is seeking a Granting Officer to join its growing team.**

Reporting to the Foundation Controller, the Granting Officer will help to develop and implement the funding priority process as well as maintain oversight of all the foundation's approved funding priorities. The Officer is the primary point of contact for grant recipients across the Covenant family and is responsible for the development of funding agreements, disbursements, monitoring progress, as well as managing reporting requirements for funded projects.

As the ideal candidate, you will have proven experience with project coordination, customer service and relationship building. Collaboration is a vital part of this role. As an enthusiastic team player, you will work alongside Covenant leaders and healthcare staff and with the foundation's teams to facilitate the collection of impact reporting statistics and information, and recommend content ideas for communications, and donor recognition and stewardship.

### **As our Granting Officer, your primary responsibilities will include:**

- Helping to develop and implement the funding priorities process for the foundation
- Assisting in the preparation of the foundation team for the annual funding priorities process including board package preparation, application updates and other duties as required
- Carrying out the prescreening and scoring of funding priority requests, which includes critical analysis and detailed review of applications received by the foundation
- Assisting in assessing the financial considerations for funding potential funding priorities
- Facilitating internal application review including collating feedback from management
- Communicating grant funding decisions, funding completion, and reminders to report to funding priority applicants; preparation of funding agreements and establishment of grant numbers
- Ensuring funding priorities are awarded, disbursed and monitored in accordance with grant terms, including collecting impact reporting statistics that can be leveraged by the foundation teams
- Facilitating transparent, open dialogue with funding priority partners within the Covenant family
- Creating and maintaining an annual calendar to track and ensure timeliness of grant-related activities
- Updating and maintaining the Grants Database (Microsoft Access) to ensure accurate recording and tracking of requests, approvals, invoices and funding
- Analyzing the database to find trends and preparing reporting for management as needed
- Responding to requests from foundation teams on the impact of donations

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- Liaising with leaders, healthcare administrators and staff within the Covenant family to understand current projects and priorities, gather information for specific reports, ensure appropriate acknowledgement, and schedule stewardship and donor recognition visits and tours
- Completing other duties as required

### **The right candidate will demonstrate on their résumé:**

- Post-secondary diploma or degree in English, communications, business, or equivalent
- Three to five years of related experience in a non-profit or customer-focused environment including direct interactions with donors or clients
- Experience with donor relations/customer service and relationship building
- Excellent interpersonal skills — open, approachable, and considerate
- Strong communicator with excellent presentation and writing skills, demonstrated familiarity with composing various types of letters, briefings and reports
- Strong research skills, including the ability to use diverse sources to identify biographical, financial and philanthropic information
- Strong project coordination skills, ability to prioritize efficiently and effectively under time constraints, organize and complete work independently under minimal supervision
- Meticulous attention to detail and accuracy are essential
- Advanced skills in MS Word, Excel, Access, Outlook and internet search skills
- Working knowledge of CRM systems such as Raiser's Edge is an asset
- Self-directed, with excellent organizational, problem-solving and time-management skills
- Demonstrated analytical and problem-solving skills
- A history of being a positive and dynamic team player

### **Why Covenant Foundation?**

We believe in supporting our employees holistically by providing:

- Competitive pay: \$60,668 – \$82,443 per annum based on a 35-hour work week
- Comprehensive benefit package
- Pension plan
- Flex spending account
- Hybrid work environment (1-2 days per week in office, or more if that's your preference)
- Culture code: Respect, Innovation, Teamwork, Engagement

### **To Apply**

Please email your cover letter and résumé in one document to Alecia Baldwin, Foundation Controller, at [alecia.baldwin@covenanthealth.ca](mailto:alecia.baldwin@covenanthealth.ca). Please include in your email subject line: **GRANTING OFFICER**.

While we thank all candidates who apply, we will only reach out to candidates who meet the hiring manager's requirements on their résumé.

### **Commitment to Diversity, Equity, Inclusion and Accessibility**

Covenant Foundation values diversity in thought as well as representation. We are committed to building an environment that provides a foundation for safety and belonging and are challenging our biases and assumptions daily. Should you need any support during the application or interview process, please do not hesitate to reach out to [alecia.baldwin@covenanthealth.ca](mailto:alecia.baldwin@covenanthealth.ca).