

**Job Title:** Program Coordinator

**Location:** Downtown Toronto, Ontario (Hybrid; 3-days per week in office)

**Employment Type:** Permanent Full-time

## Who We Are

The Peter Gilgan Foundation is a private family foundation based in Toronto. We aim to support CRA registered charitable organizations and qualified donees as they build a more healthy, prosperous, and sustainable future.

This is an exciting time of growth for the Foundation. We recently completed a strategic review and have refocused our three broad funding priorities: Children, Youth & Families; Climate Change; and International Development. We are now embarking on an enhanced mission and will be developing new programs, supporting more partners, and enabling greater social and environmental impact.

We currently make around 75 grants each year through our Grant Program, and this is expected to grow. Areas of new or growing focus include **climate change, Indigenous reconciliation, food security, youth mental health, social mobility, and international gender equity including WASH (Water, Sanitation & Hygiene) and women smallholder farmers.** We aim to increase giving to Indigenous-led organizations, small GTA community-based charities, and partners led by members of the communities they serve.

In addition to making grants to Canadian charities, we also work with partner business Mattamy Homes to deliver an annual fundraising event called Tour de Bleu. Since 2005 the Tour de Bleu has raised more than \$30 million, mainly for hospitals and health care institutions in the Greater Toronto Area.

## What We Offer

Reporting to the Program Director, the Program Coordinator will play a key role in the smooth functioning of the Foundation. Working across all of our funding themes, this role will develop friendly and respectful relationships with our grant recipients, support our events and review committees, and help to tell our impact story.

We are looking for a highly organized person to support the efficient development, delivery, and evaluation of our Grant Program and other activities. This role would suit someone who has an interest in philanthropy, and the drive to make a difference in one or more of the areas of focus highlighted above.

### Responsibilities

#### Grant Administration:

- Act as initial point of contact for potential partners and applicants, providing guidance on funding priorities and the grant application process, and triaging inquiries to colleagues as appropriate
- Administer the Grant Management System, currently Survey Monkey Apply
- Undertake initial assessment of unsolicited applications to determine eligibility and alignment with priorities
- Support application review committees, including collating material and taking minutes
- Arrange grant agreements and work with finance colleagues to ensure timely payments
- Ensure receipt and analysis of impact reporting
- Support the smooth functioning of the Foundation including by scheduling meetings and coordinating agendas
- Maintain records and databases including partner contact information and financial data entry

#### Program Development:

- Support colleagues in the development of new grantmaking programs across our funding priorities
- Collaborate to develop, launch, and deliver a new program to support GTA community-based charities
- Steward relationships with some granting partners

#### Communications:

- Regularly update the Peter Gilgan Foundation website using WordPress templates

- Support the development and delivery of our impact reporting
- Maintain and update the digital archive

Event Coordination:

- Support the planning and delivery of Tour de Bleu, including liaising with partners, coordinating logistics, and contributing to the smooth execution of the event
- Support the planning and delivery of other events and initiatives as needed

## What You Bring

Must have:

- Experience working or volunteering in the not-for-profit sector, ideally in the Greater Toronto Area's community-based sector
- Exceptional organizational and administrative skills
- Customer service skills
- Detail orientation, analytical abilities, and sound judgement
- Highly proficient computer skills and ability to quickly learn a new program such as Survey Monkey Apply
- Excellent interpersonal, collaboration, and communication skills
- Proficiency in Microsoft Office

Nice to have:

- Undergraduate degree in a field related to one or more of our funding priorities
- Experience in grant making or fundraising
- Experience in impact measurement and evaluation
- Experience in event planning and coordination
- Experience working in a role related to one or more of our funding priorities
- Proficiency in Survey Monkey Apply or other grant management software
- Proficiency in Monday.com or other project management software
- Proficiency in WordPress

## Health & Safety

Vaccination is the single best protection against COVID-19 for us as individuals and our communities and is vital to maintaining our commitment to health and safety. The successful applicant will be required, as a condition of employment with the Peter Gilgan Foundation, to provide proof that they have received the full series of a COVID-19 vaccine (or combination of vaccines) authorized by Health Canada, subject to accommodations required under applicable human rights legislation.

## How to Apply

Send a cover letter and resume to [info@petergilganfoundation.org](mailto:info@petergilganfoundation.org) with the subject line: *"Program Coordinator Application"* by August 7, 2022

We sincerely appreciate all applications, but due to volume cannot respond to all applications. Qualified applicants will be contacted directly by the Talent Acquisition team.

The Peter Gilgan Foundation is committed to providing accommodation for people with disabilities. If you require accommodation through any aspects of the selection process, please notify us on your application and we will work with you to meet your needs. The Peter Gilgan Foundation is committed to creating a diverse, equitable, and inclusive work environment. We live that commitment by being open and accessible to all, by valuing and respecting every individual, and by equally supporting every employee. We invite and encourage individuals to apply from diverse lived experiences from Black, Indigenous, communities of colour, people with disabilities, sexual orientation and all candidates who may contribute to the further diversification of the Foundation's community.