

Role Description:

Foundation Strategy Manager

Anticipated Start Date: Q1 2026

Please refrain from circulating without prior approval.

Hello,

Thank you for your interest in the LesLois Shaw Foundation (LLSF).

We are currently recruiting a full-time **Foundation Strategy Manager**, a pivotal new role supporting the launch and implementation of the Foundation's new, multi-generational engagement strategy.

This full-time position will begin in early 2026. This strategy aims to cascade the philanthropic values of the Shaw family through future generations — engaging and equipping the next generation to be thoughtful, impactful contributors to the family's philanthropic ethos.

Applications are due Sunday November 9th 2025 at 10PM ET. Applicants should send a **one-page résumé** and **one-page cover letter** outlining their interest in and qualifications for the role to hello@lshawfoundation.com.

Please note that applications will be **reviewed on a rolling basis** — we encourage candidates to express interest as soon as possible, and for members of CAGP to reach out directly to flag their intention to submit.

Kindly,

The LesLois Shaw Foundation Team

1. About the LesLois Shaw Foundation (LLSF):

LLSF is a Toronto-based family foundation dedicated to building and investing in innovative, high-impact, and scalable programs that enable women and children to lead healthy lives and reach their full potential.

- Impact topics: We support grantees across four portfolios: Education, Global Health, Essential Goods & Housing Security.
- Our approach: We are an Operational Partner to grantees, meaning we do much more than write cheques; we work with our grantees to improve programs, develop strategy, and ensure their impact is sustainable, robust & meaningful.
- Our initiatives: Beyond supporting dozens of organizations, some of our key initiatives include launching the Shaw Centre for Paediatric Excellence in Barbados (partnership w/ SickKids) and debuting an innovative Scholarship program ([Shaw Visionary Scholars](#)).

About the Foundation's Engagement Strategy

The Foundation's engagement strategy is a new, multi-year plan launching in 2026 to steward and amplify the family's philanthropic legacy across generations. It will equip the family's next generation(s), and the Foundation's broader community, to guide meaningful grant-making and social impact initiatives, ensuring continuity of values, mission, and long-term engagement.

2. About the Role:

The Foundation Strategy Manager will serve as the primary staff lead responsible for developing, launching, and managing the new engagement strategy and its associated initiatives. This includes guiding strategy, managing implementation, leading participant engagement, overseeing grant-making processes, and managing program infrastructure. The role blends strategic thinking, operational design, and developing robust professional relationships.

You will work closely with Foundation leadership, Shaw family members, and external partners to ensure the strategy is both impactful and sustainable as it scales over time.

Key Responsibilities:

1. Strategy Design & Development

- Lead the co-design and ongoing evolution of the Foundation's new strategy, encompassing theory of change, multi-year goals and engagement pathways for participants.
- Conduct benchmarking, research, and stakeholder consultations to inform strategy refinement and ensure best-in-class philanthropic and family engagement practices.

- Partner with Foundation leadership, with insight from family, to shape initiatives that will enable the strategy— for example, retreats, curricula and dedicated grant-making.
- Develop models and frameworks for program scaling, sustainability, and governance that align with the Foundation’s mission and values.

2. Program Implementation & Management

- Oversee phased implementation of key initiatives, ensuring that program objectives, timelines, and resourcing are met.
- Manage initiative-specific planning, design, and evaluation cycles, including budget management.
- Act as the central liaison among family participants, Foundation staff, trustees, and external advisors (legal, accounting) and partners (charity partners); collaborate with internal teams and external advisors to establish processes for fund distribution, risk management, and compliance where applicable.
- Ensure smooth execution of pilots, feedback loops, and iteration toward long-term program models.

3. Philanthropic Advisory & Participant Support

- Provide individualized coaching and guidance to family participants throughout their engagement across initiatives, from strategy setting to grantmaking and evaluation (where applicable).
- Design and deliver training, onboarding sessions, and capacity-building tools to strengthen participants’ philanthropic skills and confidence.
- Identify, vet, and present high-impact grantee and partner opportunities aligned with both family and foundation priorities.
- Foster reflection and learning by facilitating post-grant reviews and learning sessions.

4. Governance, Operations & Reporting

- Develop and maintain governance structures, decision-making protocols, and compliance systems across all initiatives.
- Prepare materials for board approval, including initiative proposals, progress updates, and evaluation summaries.
- Track program metrics, outcomes, and learning insights to inform annual reviews of initiatives and strategy updates.

- Oversee grant documentation, disbursement tracking, and program budgeting in coordination with finance and operations teams (where applicable).

5. Future Planning & Next-Generation Engagement

- Develop long-term strategies and succession frameworks for engagement strategy initiatives, with a focus on intergenerational sustainability.

Who You Are

- Hold a Bachelor's or Master's degree; relevant fields are beneficial, but not required (e.g., Philanthropy, Nonprofit Management, Business, Social Impact, or similar).
- Have ~2-5+ years of work experience.
- Skilled at strategic planning, project management & implementation, relationship management, and multi-stakeholder coordination.
- Thoughtful communicator with strong interpersonal and facilitation skills.
- Highly organized and detail-oriented, able to manage evolving priorities with discretion and tact.
- Passionate about legacy-building, education, and the role of philanthropy in intergenerational continuity.
- Legally eligible to work in Canada.

3. Why Join Us?

- Opportunity to work at an organization that better the lives of others.
- Exposure to high-impact initiatives in education, housing security, essential goods global health & more.
- Shape a pioneering, multi-generational philanthropic initiative from inception.
- Hybrid work model with a supportive, learning-oriented environment; strong commitment to work-life balance.

4. Next Steps

If you are a driven professional looking to contribute to meaningful work in philanthropy, join us in championing communities to drive lasting change. To apply, please refer to the deadlines specified at the outset of this document.

We sincerely appreciate all applications, but due to volume of applicants cannot respond to all applications. **Qualified applicants will be contacted directly by the foundation Team within one week of application receipt.**



The LesLois Shaw Foundation is committed to providing accommodation for individuals with disabilities. If you require accommodation through any aspect of the selection process, please notify us and we will work with you to meet your needs. The LesLois Shaw Foundation is committed to creating a diverse, equitable, and inclusive work environment. We live that commitment through our openness and accessibility to all, by valuing and respecting every individual, and by equally supporting every employee. We invite and encourage applications from individuals with diverse lived experiences who may contribute to the further diversification of the foundation's community.