

**T.R. Meighen Family Foundation**  
Job Description  
**Director of Philanthropy**

**Location:** Remotely from home and working from a mid-town Toronto office when necessary  
**Reports to:** Board President  
**Salary:** \$80,000 – \$90,000

**Job Summary**

The Director of Philanthropy oversees the efficient operations of the T.R. Meighen Family Foundation through effective systems, processes and best practices for identifying, evaluating, approving, and monitoring grants and other funding to organizations and initiatives deemed to be worthy of philanthropic support. The Director represents the Foundation to its stakeholders and the public, identifies, communicates and cultivates relationships with non-profit organizations, and provides guidance and advice to the President and Directors in the dispensation of Foundation funds, while supporting them in their philanthropic duties and interests. The Director conducts operational and administrative functions in support of the Foundation and its Directors.

**Key Responsibilities**

**Grants:**

- Act as prime contact for program applicants, answering questions related to grants program, assessing grant applications to determine mission alignment and readiness as well as acting as liaison between grantees and the Board
- Conduct research and analysis of prospective grantees and areas of interest to the Board, grow and strengthen stakeholder relationships
- Supporting grant applicants with capacity building and identifying strengths and weaknesses as they relate to the application process
- Oversight and coordination of individual grants including executing agreements and disbursement, tracking budgets, preparing accounts and monitoring payment schedules
- Review reports and updates and share findings with the Board as well as coordinating, scheduling and conducting evaluations during the grant cycle and at the conclusion of a grant

## **Governance:**

- Provide advice and guidance to Board members on philanthropic opportunities and take responsibility for shaping the Foundation's philanthropic and strategic focus and direction
- Collaborate on strategic planning as well as Board education and decision-making in support of the Foundation's mission, vision and efforts to implement effective philanthropic programs
- Ensure up to date financial information is available to the Board upon request
- Identify risks to the Foundation to the Board and recommend mitigation measures
- Prepare and distribute board packages, agendas and minutes as well as coordinating schedules and logistics

## **Administration:**

- Act on behalf of the President with grantees, government, and other key stakeholders as delegated
- Implement and monitor efficient effective grant making processes, including evaluation, contracts and transactions, reporting and control, and improvement
- Manage all invoices and bill payments in addition to working closely with accountants to support financial reporting and reconciliation
- Consult with investment advisors, lawyers, and accountants to ensure financial stability and effective risk management
- Work with bank and fund managers to track and monitor Foundation investments and accounts, prepare reports
- Support the President in philanthropic engagements outside of the Foundation, cultivating and strengthening relationships and ensuring logistical support
- Represent the organization publicly through correspondence, presentations, reports, and memos, and provide similar support to the President as needed
- Maintain document and contract management systems that function effectively and comply with privacy requirements
- Organize meetings and events as required

## **Qualifications**

- 7+ years of senior experience in foundations, preferably family foundations
- Demonstrated knowledge of grant management, including contracts, disbursements, reporting and control
- Experience working with Boards on philanthropic and governance matters
- Capacity for strategic thinking, and the ability to lead strategic planning and ongoing strategy in Board consultation for effective and responsible philanthropy
- Experience with disadvantaged youth program funding is desirable

- Experience and relationships within the non-profit sector
- Events management experience
- Demonstrated written and oral communication skills
- Good self structure to initiate action on multiple fronts and work productively alone

**Competencies:**

- Leadership
- Strategic thinking
- Communication
- Collaboration
- Relationship building
- Process management

**Education:**

- Post secondary education, preferably in a field relevant to non-profit, philanthropy or public policy

**To Apply:**

To submit your application by **January 3, 2022**, please visit <https://crawfordconnect.com/for-candidates/job-openings/>.

Select the role and 'Apply' to upload your cover letter and resume in two separate documents.

Issues with applying? Please email [info@crawfordconnect.com](mailto:info@crawfordconnect.com).

**Questions about the position?** Contact [janice@crawfordconnect.com](mailto:janice@crawfordconnect.com) /416.388.4049. Qualified applicants are invited to submit their resume and letter of interest online in confidence. We thank all applicants for applying, however, only qualified candidates selected for an interview will be contacted.

This search is being conducted on behalf of the T.R. Meighen Family Foundation by *crawfordconnect*, a search firm specializing in recruiting leaders for Canada's non-profit sector. If someone you know may be interested in this position, please forward this document – we would be pleased to connect with them.