



THE JARISLOWSKY FOUNDATION

Administrative and Grants Coordinator Position

Job description & overview of The Jarislowsky Foundation

The Jarislowsky Foundation is seeking a full-time Administrative and Grants Coordinator to join their small team. Located in Montreal, the Jarislowsky Foundation is a public foundation established in 1991. The Foundation provides grants to charitable initiatives across Canada. The Foundation's mission is to promote, support and foster excellence and ethics in education, medicine, the arts, and the environment and climate change. The Jarislowsky Foundation has endowed 48 Chairs and supports more than 80 organizations a year in arts, education, hospital foundations, the community sector and climate change. The Foundation gives approximately \$9 million per year.

Working with the Executive Director and the Grants & Programs Director and the Board of Directors, the Coordinator will be responsible for many day to day administrative, philanthropic and accounting duties of the foundation and will be the key contact for foundation grantees and partners.

Responsibilities

Annual Grants and Other Philanthropic Tasks

1. Grant Management

- Write & keep track of cheques (grants, invoices, etc.)
- Monitor and track grants, follow up with grantees and draft correspondence.
- Provide initial reviews and assessments of all new grant applications (research and due diligence including calling other foundations) and review with Program Manager to ensure an appropriate response to the request.
- Site visits to funded organizations, both current and potential.

2. Database Management (Salesforce)

- Data entry, updating contacts, accounts, grants, payments, etc.
- Prepare and present variety of reports generated by Salesforce database.

3. Meetings

- Schedule and coordinate annual advisory committee meetings with universities; manage annual calendar of Jarislowsky Chairs and Programs; set-up and manage Chair Clusters.
- Conduct follow-ups with Chairs (annual reports, endowment reports, meetings with advancement office, etc.)
- Attend annual Jarislowsky Chairs meetings and coordinate follow-ups.
- Coordinate and manage meetings and functions with other private foundations.



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Foundation – General Administration

- Perform administrative duties including but not limited to mail, correspondence, office supplies, scheduling of meetings.
- Organize Board meetings and all other meetings and ensure logistics (e-mail invitations, printing and mailing of documents, etc.).
- Assure proper follow-ups with Directors (i.e. discretionary budgets and others).
- Perform updates (governments, company registrar, committees, board of directors, website, etc.).
- Act as a point of contact for internal and external partners and attend some events.
- In due time, manage the implementation of the Foundation's website and content.
- Establish and maintain filing systems.
- Any other related tasks.

Skills & Qualifications

- Relevant Post-secondary training
- 3-5 years' experience in administrative support and coordination
- Excellent knowledge of both French and English are required for this position as well excellent written and spoken skills
- Advanced knowledge of MS Office, especially Outlook, Word, Excel
- Capacity to learn database (Salesforce), experience with database is a strong asset
- Excellent inter-personal skills
- Attention to detail
- Basic accounting and budgeting skills
- Ability to meet deadlines and complete tasks in a timely manner
- Proactive, resourceful and team player. Ability to work as a self-sufficient member of small team and to be pro-active
- Impeccable integrity, discretion, and confidentiality
- Experience with philanthropic foundations, charitable organisations and/or universities is an asset but not necessary.

How to apply

To apply for the Administrator and Grants Coordinator position, please submit your resume and cover letter, detailing your relevant experience and why you are the ideal candidate for this role to info@jarislowsky.ca with the title of the position in the subject line. Please note that the information we receive will be kept confidential. Only retained candidates will be contacted.