



# Program Director

## Montreal Metropolitan Area, Quebec

---

### THE OPPORTUNITY

The Rossy Foundation, one of Canada's largest private family foundations, is seeking a bilingual Program Director to join their growing team of professionals based in the Town of Mount Royal (in the Montreal metropolitan area).

The Program Director will bring strong strategy, project management and evaluation skills to the role as they contribute directly to new grantmaking portfolios from initial concept through to grant development, execution, monitoring and evaluation in their key areas of responsibility. Additionally, the Program Director will contribute to the evolution of existing program strategies as part of a highly collaborative team.

As a strong team player who is also able to work independently, the Program Director will initiate new major grants as well as contribute to the presentation of grants and strategies to the Board of Directors.

Strategic and impact focused, the Program Director will bring a high level of intellectual rigor and accountability to this role. As a strong relationship builder, the incumbent will be as comfortable working with grantees and the communities they serve as they will supporting philanthropists in the boardroom.

The Program Director will possess an understanding of and enthusiasm for the Foundation's mission, values, and grant-making activities. The incumbent will feel comfortable within a small team of skilled and experienced professionals and in a work environment that is action-oriented with a strong focus on continuous improvement.

### ABOUT THE ROSSY FOUNDATION

The Rossy Foundation (or The RF) is a Montreal-based private foundation established in 2004 by Larry Rossy, the founder of Dollarama. The RF's mission is to positively impact civil society and improve the lives of Canadians. The RF supports initiatives that foster healthy and resilient communities, and champions changemakers and leading organizations that are solving complex and persistent social problems. The RF grants in the areas of health research and clinical care innovation, mental health, civic engagement, and the environment. The RF is committed to supporting the vibrancy of Montreal, and also funds charitable organizations across Canada and internationally within its areas of focus.



## ADDITIONAL INFORMATION

Recent programs and projects funded by The Rossy Foundation include:

[The Rossy Foundation Heart and Hands Pediatric Clinic](#) – The Montreal Children’s Hospital Foundation and Lester B. Pearson School Board

[The Rossy Chair in Campus Mental Health](#) – The University of Toronto

[La Clinique juridique](#) – L’Université de Montréal

[Urban Farm Fresh Program](#) – The Lufa Farms Foundation and Moisson Montreal

## KEY DUTIES & RESPONSIBILITIES

### Strategy, program management and evaluation

*Contribute to the definition of The Rossy Foundation’s program strategies and program design, primarily in the Program Director’s area(s) of responsibility.*

- **Strategy Definition and Priority Setting:** Participate in the Foundation’s strategy definition and priority-setting for disbursement quota allocation, with leadership in the Program Director’s area(s) of responsibility.
- **Program Structuring and Improvement:** Contribute to existing program structuring and ongoing evolution. Work to integrate adaptive learning and continuous improvement into all program areas to maximize impact and responsiveness to community needs.
- **Program Monitoring and Evaluation:** Monitor and evaluate portfolios of grants, informing program strategy reviews for the Board of Directors.

### Grantmaking

*Develop grants from initial concept through development, execution, monitoring, and evaluation.*

- **Grant Development and Oversight:** Aligned with the Foundation’s strategic focus areas, identify, develop, analyze, and recommend grant projects and partnerships, including the production of all necessary documentation to support decision-making, with a high level of due diligence and a focus on major grants.
- **Relationship Management:** Foster and maintain strong relationships with current and potential grantees, ensuring successful implementation and ongoing collaboration. Serve as a representative of the Foundation, working to build long-term, meaningful partnerships.
- **Monitoring and Evaluation:** Monitor the progress of grants, ensuring that all projects align with the Foundation’s mission. Prepare impact reports for the Board, providing data-driven insights into the outcomes of the Foundation’s investments.

### Leadership and communication

*Great collaborator and team player, engaging positively with others while thriving in a fast-paced, entrepreneurial environment where quality, speed of decision-making and execution are critical to organizational success.*

- **Effective Communication:** Prepare and present comprehensive reports and documentation related to the Foundation’s program areas to the Board of Directors. Articulate program successes and challenges effectively, contributing to informed decision-making within formal meetings.
- **Collaborative Leadership:** Engage positively with colleagues to ensure the smooth execution of program strategies. Maintain a proactive, action-oriented, and adaptable approach.



## Additional Responsibilities

*Deliver finalized documents and present the work in formal decision-making settings.*

- Prepare all documentation related to the Program Director's area(s) of responsibility.
- Present at decision-making meetings.

## QUALIFICATIONS & COMPETENCIES

### The ideal candidate will:

- Be excited about The Rossy Foundation's mission and impact.
- Bring an entrepreneurial and strategic mindset to generate new approaches and spot short- and long-term opportunities.
- Have a deep-rooted intellectual curiosity and an openness to diverse ideas and perspectives.
- Contribute to a work environment that is marked by transparency, collaboration, and a learning orientation.
- Bring a can-do attitude to a small team, and a willingness to stretch to achieve the Foundation's goals as needs emerge.

### The ideal candidate will also possess the following qualities and background:

#### *Experience*

- A minimum of seven (7) years of experience in a fast-paced professional setting that requires a high level of intellectual rigor.
- Experience in the philanthropic or non-profit sectors, particularly in grantmaking and/or program evaluation, will be considered a strong asset.
- Advanced university degree is preferred.

#### *Skills and abilities*

- Bilingual (French & English)
- Ability to work independently while functioning as part of a team.
- Strong program and project management skills; able to handle multiple competing priorities in a fast-paced and operational environment, consistently meeting deadlines with accurate and detailed results.
- Excellent interpersonal and communication skills (written and oral) for effective interaction with all levels of Foundation and grantee management and personnel.
- Discreet, reliable and trustworthy.
- High level of integrity and strong sense of personal ownership and accountability.
- Driven, self-starter, enthusiastic learner with a high degree of energy and motivation.
- Team player and results-oriented.
- High proficiency in Excel, Word and PowerPoint.
- Well organized and detail oriented.

**Location:** The Rossy Foundation is located in the Town of Mount Royal, Quebec, and is currently working within a hybrid model. This position has an expectation to be in the office three days per week, and/or as required based on project responsibilities.



## FOR MORE INFORMATION

KCI Search + Talent has been retained to conduct this search on behalf of The Rossy Foundation. For more information about this opportunity, please contact Sylvie Battisti, Senior Vice President by email at [TheRossyFoundation@kci talent.com](mailto:TheRossyFoundation@kci talent.com).

Interested candidates are invited to send a resume and letter of interest to the email address listed above by **January 24, 2025**. All inquiries and applications will be held in strict confidence.

*The salary range for this position is \$125,000 – \$140,000 with an opportunity for added performance-based compensation. The Rossy Foundation also offers a group retirement plan and competitive benefits package.*

*The Rossy Foundation is committed to creating a diverse, equitable, and inclusive work environment. We welcome and encourage applications from all qualified individuals.*

*Accommodations are available on request for candidates taking part in all aspects of the selection process. If you require any accommodations, please notify the Search Consultant.*

**Only candidates who are currently legally eligible to work in Canada will be considered for this role.**

