

## **JOB POSTING: PROGRAM OFFICER**

The [Metcalf Foundation](#) is one of Canada's leading private foundations. Our mission is to enhance the effectiveness of people and organizations working together to help Canadians imagine and build a just, healthy, and creative society. Our work is primarily focused on:

- [supporting sustainable economic opportunities for low-income people and communities in Toronto](#);
- [working at the intersection of climate, biodiversity, and sustainable livelihoods](#); and
- [supporting individual leadership and organizational innovation in the performing arts](#).

As a foundation, Metcalf believes that change happens when we share hopeful visions of the future, work and learn collectively, and think broadly in pursuit of comprehensive solutions. Non-profit leaders help to engage and mobilize communities on pressing social, cultural, and environmental issues and are the heart of their organizations. Investing in non-profit leadership and the capacity of those working on the front lines of social change is core to Metcalf's work.

The issues Metcalf works on as a foundation can be complex and interconnected. We partner with a range of philanthropic peers and sector leaders to collectively push into new spaces, building movement and momentum around emerging insights, ideas, and opportunities. We are a small but mighty team: we work closely together, pay keen attention to both strategy and detail, and love the work, issues, and people we engage with.

Metcalf is hiring a **Program Officer**, a new position at the Foundation. The main focus of the position will be to provide extensive research, development, and delivery support for the Foundation's funding programs and initiatives. The job will also include assisting or leading in the project management of events and convenings of all sizes, as well as providing support in building community and stakeholder relations.

The Program Officer will work closely with Metcalf's three program directors and other Foundation team members, and will report to the President & CEO. This is a full-time, permanent position, with a salary range of \$60,000 to \$75,000 plus health and other benefits.

The Program Officer will work from the Metcalf office in Toronto at 38 Madison Avenue unless COVID-19 government protocols require employees to work remotely at home. Remote work may also be considered should life/family circumstances due to COVID-19 require it, but employees must reside in Ontario full-time.

## **RESPONSIBILITIES**

### *Programs and Grantmaking*

- Provide extensive support with the strategic planning, development, and delivery of Metcalf's programs and activities
- Support the grantmaking process: liaise with Foundation applicants and grantees, screen and review proposals, provide feedback to applicants, etc.
- Prepare written documents and provide administrative support to Metcalf's programs

### *Convening and Community Relations*

- Assist or lead on the strategic planning, coordination, execution, and facilitation (if applicable) of convenings and events (both in person and online) including retreats, symposiums, workshops, report launches, forums, speaker events, and webinars
- Organize large convenings and network roundtables: develop strategic agendas and timelines; issue invitations and facilitate scheduling; create and circulate advance materials; arrange catering and other facility needs; facilitate conversations (if applicable), take meeting notes, and conduct appropriate follow-up with materials from meetings
- Support grantee and community engagement, and build relationships with stakeholders

### *Communications, Research, and Policy*

- Assist with the research and development of new and existing funding initiatives
- Research public policies and promising models related to Metcalf's program areas
- Prepare written materials for inclusion in Foundation publications and on our website

### *Learning and Evaluation*

- Assist with ongoing evaluation and assessment of program design and effectiveness, and provide support with changes to program strategy or design
- Gather individual program learnings and work to strengthen the connections between Metcalf's programs
- Keep abreast of new and innovative approaches that could enhance the impact of the Foundation

## **QUALIFICATIONS**

- At least five years of work experience related to one or more of Metcalf's three program areas
- Possesses post-secondary education; a related Master's degree (i.e. in urban planning, public policy, community development, arts management, environmental studies, systems thinking, etc.) is considered an asset
- Knowledge of the issues in the programmatic areas that Metcalf focuses on is an asset
- Strategic and critical thinking skills
- Very strong verbal and written communication skills
- Excellent project management skills and experience
- Exceptional administration, organizational, and coordination skills

- Strong time management skills, with the ability to plan, take initiative, problem solve, and work independently
- Excellent interpersonal skills; a team player with a positive viewpoint who is ready to pitch in
- Strong research skills and experience
- Ability to adapt and be flexible to changing circumstances
- Experience with monitoring, evaluation, and learning frameworks and processes is an asset
- Proficient in Microsoft Office (Mac) functions (Word, Excel, PowerPoint), SurveyMonkey, Dropbox, Eventbrite, Mailchimp, Zoom; a familiarity with WordPress and other online tools, as well as some experience with social media tools and good design skills is an asset

## **APPLICATION PROCESS**

Qualified applicants are invited to submit the following:

1. A cover letter, no longer than two pages, that includes a response to these two questions:
  - a) Explain why you are interested in working with the Metcalf Foundation and how your work experience, key skills, and competencies would be an asset to the position.
  - b) Highlight two learnings from your past work experiences that would inform your approach to this position and/or your understanding of our program areas.
2. Your resume.

Please send your cover letter and resume in one PDF file to: [info@metcalffoundation.com](mailto:info@metcalffoundation.com) with the subject line “Program Officer Search.” Only those candidates selected for an interview will be contacted.

Metcalf is an equal opportunity employer and is committed to developing inclusive, barrier-free selection processes and work environments. We encourage Black, Indigenous, and people of colour candidates, and persons with disabilities to apply. If contacted in relation to an employment opportunity, please advise Metcalf of the accommodation measures, if required, which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

## **APPLICATION DEADLINE**

**Tuesday, March 15, 2022, 2:00 PM ET**