

Foundations & Grants Specialist

Permanent, Full-time

At United Way of Calgary and Area, we believe that united, we make the biggest difference. We're strongest when we come together to improve local lives and communities—and when we come together as a team, we passionately propel our mission forward. We're currently looking for a Foundations & Grants Specialist to join our Resource Development team.

Reporting to the Manager, Foundations & Planned Giving, the Foundations & Grants Specialist plays a key role in advancing United Way of Calgary and Area's institutional giving strategy by ensuring the effective execution of the foundations and grants pipeline. This role functions as the operational backbone of institutional fundraising—supporting the development of high-quality proposals, managing deadlines and reporting requirements, and coordinating cross-functional inputs to deliver strong, timely, and consistent submissions.

The Specialist works across United Way departments to translate United Way's impact into compelling, funder-ready materials. While this role is primarily execution- and coordination-focused, it contributes to cultivation and stewardship strategies and supports prospect identification, qualification, and strategic donor engagement efforts, helping to inform the long-term growth of institutional funding relationships.

If you are passionate about your community, aspire to make an impact, thrive in a fast-paced environment, and want to make a difference, then we're looking for you!

What you will do

Pipeline & Grants Management

- Maintain and manage the institutional funding pipeline, including deadlines, submissions, and reporting schedules
- Track and update all foundation and grant activity in CRM systems (e.g., Salesforce), ensuring data accuracy and pipeline visibility
- Coordinate grants calendar and proactively flag upcoming deadlines and requirements
- Support pipeline discipline to improve timeliness, quality, and renewal readiness
- Support the identification and preliminary qualification of foundation prospects through research and internal profiles

Proposal Development

- Lead the drafting and coordination of Letters of Inquiry (LOIs), grant proposals, and supporting materials
- Synthesize input from internal teams to develop clear, compelling, and funder-aligned narratives
- Ensure consistency, accuracy, and alignment with United Way's strategic priorities and messaging
- Support the development of templates, tools, and resources to strengthen proposal quality and efficiency

Stewardship & Reporting

- Manage reporting workbacks and timelines to ensure all funder reports are submitted on time and to a high standard
- Draft interim and final reports that clearly communicate outcomes, impact, and accountability

- Support stewardship efforts by ensuring timely and accurate follow-up on grant commitments
- Contribute to renewal readiness through strong reporting and documentation practices

Internal Coordination

- Collaborate with Community Impact, Finance, and Marketing & Communications teams to gather required content and data
- Coordinate inputs, approvals, and timelines to keep deliverables moving efficiently
- Support cross-functional alignment between fundraising priorities and community impact work
- Help ensure a seamless flow of information across teams to support institutional giving efforts

What you will bring

Experience:

- 3-6 years of experience in grants, institutional giving, proposal development, or similar roles
- Demonstrated experience writing and coordinating successful grant proposals and reports
- Strong writing and editing skills, with keen attention to detail
- Experience managing multiple deadlines and stakeholders in a fast-paced environment
- Ability to synthesize complex information and translate it into clear, compelling narratives
- Experience working with CRM systems (e.g., Salesforce) and managing pipeline tracking
- Experience in nonprofit, social impact, or community-focused environments is an asset

Attributes:

- Highly organized and process-driven, with the ability to manage multiple deliverables simultaneously
- Strong project management skills and attention to detail
- Exceptional written and verbal communication skills
- Ability to collaborate effectively across teams and functions
- A proactive, solutions-oriented mindset with strong follow-through
- Ability to translate impact work into funder-ready materials that resonate with institutional audiences

Work Environment

Our team values the flexibility that hybrid work offers, while also recognizing the importance of in-person collaboration. Our office is located in Calgary and employees are expected to work in the office on Tuesday, Wednesday and Thursday. Our hybrid approach strengthens our culture of collaboration, innovation and learning while being flexible where possible.

United, we make the biggest difference

United Way is a not-for-profit organization that has played a vital role in our community for 85 years. As a social impact organization, our mission is clear: we mobilize communities for the common purpose of working together to create lasting social change.

In addition to meaningful work where you can have an impact, United Way also offers a comprehensive compensation, benefits and time off package, a hybrid work environment, and a variety of professional development opportunities.



Our Commitment to an Inclusive Culture

We are committed to creating an inclusive culture where everyone feels valued and respected, and that reflects the diverse community we serve. We welcome applications from all qualified candidates and encourage candidates with diverse backgrounds, experiences, styles, and abilities to apply. If you require accommodation at any stage of the hiring process, please let us know.

To Apply

Send **cover letter, resume and salary expectations** by 4:00 pm June 25, 2026 to hr@calgaryunitedway.org

Subject Line: Foundations & Grants Specialist - Your Name.

To learn more about the United Way of Calgary and the Area, please visit our website at www.calgaryunitedway.org.

We thank all applicants for their interest and effort in applying for this position, however, only those being considered will be contacted.