



Sitka Foundation Grants and Operations Coordinator Job Description

Outline of Organization

The Sitka Foundation (“Sitka” or “the Foundation”) is a family foundation with a mission to catalyze the protection of the environment and promotion of biodiversity. Sitka achieves this goal through activation of its capital in philanthropy and investments. Working under CRA’s charitable guidelines, the Foundation grants funds to partners in service of its mission. Sitka is supported by the family office located in the downtown core of Vancouver, BC.

Outline of Position

We are seeking a Grants and Operations Coordinator to work with the Foundation’s philanthropy team to research, facilitate and support grantmaking. This is a new, full-time position posted at a time when the Foundation is growing in size and complexity. Reporting to the Executive Director, this position will be responsible for the smooth administration of grantmaking operations as well as coordinating events and communications for Sitka.

Responsibilities include:

As Grants and Operations Coordinator you will join a dynamic team dedicated to supporting the movement of philanthropic capital in efficient and effective ways that fulfill the goals of the Foundation. Specifically, you will be responsible for:

Granting and Operations Administration (70%)

- Work with the philanthropy team to implement all of the granting programs of the Foundation with an emphasis on the strategic streams (currently three).
- Manage systems to track the entire lifecycle of the grantmaking process, as well as preliminary research, eligibility, application support, and data management, and reporting, tracking and evaluation.
- Provide administrative support for quarterly granting cycles through robust management of pre- and post- award administration as well as the preparation of Board meeting materials and logistics.
- Support the Director of Operations to execute the Foundation’s annual workplan and internal checks and audits as well as historic data projects and administrative tasks.
- Review grantmaking documents (letter, contracts, templates) alongside the philanthropy team to ensure systems are compliant with policies, procedures, and match budget and funding allocations as well as other operational workflows (all digital).
- Contribute to the development, optimization and implementation of initiatives that streamline workflows, templates, etc., to enhance the Foundation’s tools to make more efficient and effective philanthropic work which is the heart of the organization.
- Ensure compliance with CRA’s charitable rules and regulations.

Communications and Learning (30%)



- Support the philanthropy team with Board, internal and external communications, meetings, and special projects.
- Manage the general communications for the Foundation, such as newsletters, impact reports, the website, event invitations and social media.
- Support Sitka's learning, monitoring and evaluation of its philanthropic program.
- Help to share the Foundation's programmatic updates with grant- and community partners through storytelling and communications.
- Lead the planning of events to celebrate learning opportunities and amplify impact.
- Represent the Foundation at conferences, events, and other gatherings.
- Other tasks assigned by the family office and Foundation team, as needed.

Position Requirements

- Currently legally eligible to work in Canada.
- Four years in the philanthropic, charitable or not-for-profit sector
- Post-secondary degree
- Exceptional writing, organizational, administrative, and interpersonal skills
- Experience with social media management and communications
- Website management experience preferred though not required
- Facilitation or convening experience
- Passion and intellectual curiosity for climate change and biodiversity solutions
- Flexible, collaborative, willing to adapt to changing priorities
- Open to working in a dynamic and small team environment
- Proficiency in Google Suite, Microsoft Office, other digital tools
- Experience with Grants and/or Customer Relationship Management Software (we use Fluxx and 4Degrees) is beneficial but not required

Compensation and Benefits. The position is based in a family office in downtown Vancouver. Some travel may occasionally be required. Compensation (in the range of \$62,500-\$85,000) is commensurate with experience and includes a health benefits package and paid vacation.

The Sitka Foundation recognizes that structural barriers shape experiences and opportunities and will take this into consideration when screening and selecting candidates for this position. For applicants with disabilities, accommodations during the hiring process are available on request. The Foundation strongly encourages applications from underrepresented groups. All requests and inquiries and applications will be held in strict confidence.

Next steps: please submit a cover letter and resume combined into one document. Send your application to careers@sitkafoundation.org with the subject line "Grants and Operations Coordinator" Applications will be accepted until September 15th, 2025. References will be considered later in the interview process: please do not include them at this time. We sincerely thank you for your interest in this opportunity and will only contact those under consideration for the role.