



The Sitka Foundation Program Officer Job Posting

Location: Vancouver, B.C. (office based)

Position Details: Permanent, full-time

Reports to: Executive Director

Application Close: October 30th, 2026

Outline of Organization: The Sitka Foundation (“Sitka” or “the Foundation”) is a private foundation with a mission to catalyze the conservation of the environment and the protection of biodiversity. Sitka is based in Vancouver, B.C., with grants in international, national, and regional domains.

Outline of Position: Sitka is looking to fill a new, permanent, full-time position to join the philanthropy team. The Program Officer will work with the Foundation’s granting team to research, facilitate and direct grantmaking in general and with a specific portfolio of established grants focused on local stewardship for nature, biodiversity journalism, and engagement of conservation leadership. This position will also lead Sitka’s internal program of impact evaluation and support the team overall.

Grant Portfolio Management (60%)

- Manage a portfolio of grants from genesis to closure and lead relationships with grant partners, reporting to an assigned portfolio budget.
 - Supportive philanthropic practices are core to the success of this portfolio.
 - Management of wrap-around support is also crucial to the success of this portfolio (working with legal, research, facilitation, event planning, storytelling, etc.).
- Support other work of the philanthropy team - operationally and relationally.
- Work with grant partners in ways that support Sitka’s core values: efficient and transparent grantmaking, caring, collaborative and transparent, with deep listening skills.
- Research creative opportunities in the charitable sector that align with Sitka’s goals.
- Monitor grants to ensure compliance with CRA’s charitable rules and regulations.

Monitoring, Evaluation and Learning (MEL) (25%)

- Design, implement, and maintain a comprehensive evaluation plan and MEL framework for the Foundation's [current strategy](#).
- Share the story of learning (e.g. via accessible reports and impact narratives for internal stakeholders, the board, and grant partners) and represent the Foundation at external events.

General Foundation Support (15%)

- Synthesize evaluation and portfolio granting lessons for impact and storytelling.
- Apply an integrated approach when using capital-based tools to achieve the mission of the organization with other members of the Foundation (e.g. grants, investments, etc).
- Lead ad hoc, strategic and learning projects generally aligned with the grants portfolio.
- Positively contribute to the Foundation’s curious and hard-working team.



Position Requirements

- Demonstrated experience in grants program management (5-7 years as a program/grants manager with preference in the philanthropic sector).
- Advanced degree in a field related to biodiversity leading to a deep understanding of solutions to the biodiversity and nature crisis, especially in Western Canada.
- Experience with monitoring, measurement, evaluation and learning.
- Good relationship management and networking skills. Facilitation skills are an asset.
- Skilled in gathering input from grant partners and the application/synthesis of learning.
- Strong understanding of the environmental funding landscape in BC and how it is impacted by government, industry, philanthropy.
- Exceptional communication, organization, and interpersonal skills.
- Superb listening, writing, and research skills with self-initiative and creativity.
- Comfort working in small teams with high independence and a demonstrated ability to manage multiple demands, external relationships, and utilize diverse tools to solve complex problems.
- Fluency in written and spoken English.
- Proficiency in Google Suite, Microsoft Office and (helpful but not essential) experience with grants management software (Sitka uses Fluxx).
- Ability to travel or work evenings for conferences, grant visits, meetings and events.

Compensation and Benefits. The position is based in a family office in downtown Vancouver. The office follows a hybrid model with a regular in-person and remote work cadence. Compensation (in the range of \$120,000 - \$140,000) is commensurate with experience and includes a health benefits package, professional development support, and paid vacation.

Gerard Search is leading this recruitment on behalf of The Sitka Foundation.

Application deadline: October 30th. Applications will be reviewed as they are received, and early applications are encouraged. We will continue accepting applications beyond the deadline if the position remains unfilled. Please apply through the [Gerard Search careers page](https://gerardsearch.com/current-searches) (<https://gerardsearch.com/current-searches>), submitting your cover letter and résumé combined into a single document.



The Sitka Foundation recognizes that structural barriers shape people's experiences and opportunities and will consider these barriers when screening and selecting candidates. Accommodations are available upon request for applicants with disabilities throughout the hiring process. The Foundation strongly encourages applications from underrepresented groups.