



## Governance Coordinator

### Join Our Team!

Are you a seasoned expert in non-profit governance looking to make a significant impact? We are seeking a highly skilled and passionate Non-Profit Governance Coordinator to join our dedicated team. As a key advisor, you will collaborate closely with non-profit organizations to enhance their governance structures, strengthen board effectiveness, and ensure compliance with best practices and legal standards. Your strategic insights and proven track record in guiding organizations through governance challenges will empower our clients to achieve their missions more effectively. If you are committed to advancing social impact and shaping the future of the non-profit sector, we invite you to bring your expertise and join us in driving positive change. Apply today to be part of a rewarding journey towards organizational excellence and community empowerment!

### Key Responsibilities:

1. **Governance Assessment and Analysis:**
  - Conduct comprehensive assessments of current governance structures, policies, and practices.
  - Analyze governance documentation, including bylaws, charters, and policies, to identify areas for improvement.
  - Provide detailed reports outlining findings and recommendations.
2. **Strategic Governance Planning:**
  - Develop and implement governance strategies aligned with the organization's mission and goals.
  - Work with boards and senior leadership to create and refine governance frameworks and structures.
  - Facilitate strategic planning sessions to align governance practices with organizational objectives.
3. **Policy and Procedure Development:**
  - Draft, review, and revise governance-related policies and procedures.
  - Ensure policies comply with legal and regulatory requirements and reflect best practices.
  - Assist in the development of board charters, committee terms of reference, and other governance documents.
4. **Board and Leadership Training:**
  - Design and deliver training programs for board members and senior executives on governance best practices.
  - Conduct orientation sessions for new board members to familiarize them with their roles and responsibilities.
  - Facilitate workshops and seminars on specific governance topics.
5. **Meeting Facilitation and Support:**
  - Provide support for board and committee meetings, including agenda setting, minute-taking, and follow-up on action items.
  - Facilitate effective communication and collaboration among board members and between the board and management.
  - Assist in organizing and coordinating board retreats and other governance-related events.
6. **Regulatory and Compliance Guidance:**
  - Advise organizations on compliance with relevant laws and regulations affecting governance.
  - Monitor changes in governance-related legislation and recommend necessary adjustments.
  - Assist with the preparation and submission of regulatory filings and reports.

## 7. Stakeholder Engagement:

- Engage with internal and external stakeholders to gather insights and build support for governance initiatives.
- Support the writing of proposals for contracts.
- Facilitate stakeholder consultations and incorporate feedback into governance strategies.
- Maintain strong relationships with board members, executives, and key stakeholders.

### Qualifications:

- Bachelor's degree in Non-Profit Management, Public Administration, Business Administration, Law, or a related field; Master's degree preferred.
- 3 to 5 years experience in non-profit governance, board development, or a related consultancy role.
- Deep understanding of non-profit governance principles, best practices, and regulatory requirements.
- Proven track record of successfully leading governance improvement projects.
- Exceptional analytical, problem-solving, and strategic thinking skills.
- Strong written and verbal communication skills, with the ability to convey complex concepts clearly and persuasively.
- Proficiency in Microsoft Office Suite
- High level of discretion, integrity, and ability to handle confidential information.
- Excellent interpersonal skills and the ability to work effectively with diverse groups and individuals.
- Availability to travel as required for client engagements and meetings.

### Working Conditions:

- 35 hours per week with flexible working hours may be required to accommodate client needs and project timelines
- This position typically operates in an office environment, with frequent travel to client sites as much of the work is project-focused.

### Salary:

Salary range: \$58,000 - \$66,000 per year depending on qualifications and experience. The Federation offers a competitive compensation and benefits package.

### How to Apply:

Interested candidates should submit a resume, cover letter, and contact information for three professional references.

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**Deadline:** Open until a suitable candidate is found.

The Federation is an equal opportunity employer, where personnel are recruited and employed without discrimination based on race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, sexual orientation, marital status, source of income, or family status.