



Job Description

Grants Coordinator

IDENTIFICATION

Job Title:	Grants Coordinator
Reports to:	Director of Corporate Services
Job Status:	Permanent Full Time – 37.5 hrs. per week
Location:	Town Hall

OVERVIEW

Grants Coordinator is to research, develop, and implement granting strategies in order to meet revenue targets for the municipality. This involves building relationships with public, governmental, and private foundations, understanding department programming, sourcing grants, and creating various communication materials. Additionally, the Coordinator handles tracking, reporting, and liaising with internal stakeholders to ensure funding terms are met.

RESPONSIBILITIES

- Researching and identifying potential grant opportunities
- Serving as the primary point of contact for external grant-related communications
- Managing the grant application process, including deadlines, submissions, and follow-ups
- Developing and implementing strategies to achieve departmental revenue targets
- Building and maintaining relationships with public, governmental, and private foundations
- Understanding of the department's programming to source appropriate grants
- Creating letters of intent, grant applications, and reports to engage potential funders
- Ensuring completion of tracking and reporting requirements
- Coordinating with internal stakeholders to implement funding terms and requirements
- Keeping abreast of grant regulations and compliance standards
- Collaborating with team members to optimize grant-seeking efforts and outcomes
- Collaborating with finance and accounting teams to ensure compliance with grant requirements

Carry out any other duties related to the major functions of the job as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Grant Writing: Proficiency in researching, writing, and submitting grant proposals and applications.

Relationship Building: Ability to develop and maintain relationships with funding organizations and stakeholders.

Financial Acumen: Understanding of budgeting, financial reporting, and compliance related to grants.

Strategic Thinking: Capacity to develop and execute effective grant strategies aligned with organizational goals.

Communication: Strong written and verbal communication skills for effectively conveying grant proposals and engaging with funders.

Research Skills: Capable of identifying and pursuing grant opportunities through thorough research.

Project Management: Ability to manage multiple grant projects, deadlines, and reporting requirements.

Collaboration: Skill in working with internal teams to align grant activities with departmental needs and goals.

Analytical Skills: Capacity to assess grant impact, effectiveness, and opportunities for improvement.

Resourcefulness: Ability to proactively seek out and secure potential grant opportunities and partnerships.

WORKING CONDITIONS

Physical Demands

The Grants Coordinator may need to spend long hours sitting and using office equipment and computers, which could lead to muscle strain.

Environmental Conditions

The Grants Coordinator works primarily in a controlled office environment that can be busy and noisy. Exceptional organizational, time management, and stress management skills are essential to effectively accomplish required tasks within this setting.

Sensory Demands

The role involves frequent reading and computer use, which may result in eyestrain and occasional headaches due to the required intense focus and concentration. Additionally, the office environment's noise and activity levels could potentially impact the Grants Coordinator's ability to concentrate.

Mental Demands

Efficiently managing time and resources to meet grant-related objectives and deadlines. Addressing challenges related to grant applications, compliance, and reporting.

I certify that I have read and understand the responsibilities assigned to this position.

Employee's Printed Name

Employee's Signature

I certify that this job description is an accurate description of the responsibilities assigned to the position

Supervisor's Printed Name

Supervisor's Signature

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

SAO's Printed Name

SAO's Signature

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position.