



May, 2023

Grants Coordinator (Central & Northern Canada)

Established in 2003, CGLCC, Canada's 2SLGBTQI+ Chamber of Commerce, is a trusted partner linking 2SLGBTQI+ businesses in Canada to the wider business community. It fosters economic growth by supporting and nurturing 2SLGBTQI+ businesses, entrepreneurs, students and allies, and by helping Canada's corporate world connect with the 2SLGBTQI+ business community. A leader in supplier diversity, it is also the certifying body in Canada for LGBTQ businesses.

Grants Coordinator

The Grants Coordinator, reporting to the Grants Management Officer, is responsible for planning, organizing and monitoring the grants to organizations built to support 2SLGBTQI+ businesses and to champion 2SLGBTQI+ causes, in their assigned area. The role oversees all stages of the granting lifecycle from initial proposal review to confirming milestones to compliance assessments of approved projects of recipients in their assigned area, ensuring compliance to program and fiscal requirements. The role's purpose is to:

- Administer the grant application process;
- Provide support to the implementation of the grant and evaluation processes in their assigned area, including investigation and research of applicants;
- Monitor grant awardees and projects, ensuring compliance to approved plan and budget; and
- Participate in project audits and review to ensure grants help achieve the intentions and objectives of awardee organizations and projects in their assigned area.

CORE ACCOUNTABILITIES

Grants Coordination and Administration

The Grants Coordinator oversees the CGLCC's grant management process, as it is implemented in their assigned area, ensuring the grants significantly drive the achievement of the mission of awardee organizations and the objectives of proposed projects. Specific duties include, but not limited to:

- Administer the grants management process in their assigned area, ensuring every facet is effectively and efficiently executed and compliant to program and fiscal requirements;
- Coordinate the intake and screening of proposals and applications for grants in their area;
- Conduct research and investigation on applicants to provide information and support to facilitate the decision on proposals and applications;
- Monitor the awardees for legal, financial and program compliance, including all grant requirements are documented and maintained in applicable databases;
- Monitor and handle inquiries about all facets of the Awards Program from applicants and awardees in their assigned area;
- Participate in the review and evaluation of grant awardees and projects to ensure return on the grant investment, involving formal audits and organization visits;
- Ensure the proper administration of the grant management's workflow processes, forms, templates, reports and data to assure full compliance of awardees with internal controls and legal requirements;
- Collect data and information to generate regular reports and data analysis for awardees in their assigned area; and
- Generate reporting required for compliance and financial statement audits.

Managing Relationships

The Grants Coordinator builds and manages working relationships with CGLCC's internal and external partners, helping these partners accomplish their program objectives and contribute to CGLCC's strategic goals.

- Build and maintain effective working relationships with internal partners in the implementation of the grant management process in their assigned area;
- Build and maintain open and effective communication with awardees in their area ensuring accountabilities are clarified and project deliverables are completed as proposed;
- Maintain rapport with internal/external partners and team members to exchange information and to understand Award Program's objectives and requirements; and
- Engage with the Grant Management Officer in the proper implementation of the Awards program in their assigned area.

Problem Solving & Ownership

The Grants Coordinator analyses and solves problems and addresses day-to-day issues to ensure smooth and efficient operations and help establish a supportive and empowering work environment and contribute to the accomplishment of CGLCC program objectives.

- Identify continuous improvement of all aspects of the Grant Management process, to attain high effectiveness and efficiency;
- Update instructions, guidelines and forms for applications, proposals and project delivery;
- Problem-solve grant scenarios, consulting with Grants Management Officer, if needed;
- Resolve issues following CGLCC's standards, practices and procedures;
- Identify alternative solutions and select the best solution to day-to-day problems and issues, arising from the administration of the Grants Management Process, in their assigned area, ensuring positive impact on the process and/or relationships with internal and external partners; and
- Provide information and support to improve and maintain the Awards Program database and documentation of all requirements.

CGLCC & Personal Advocacy

The Grants Coordinator demonstrates personal leadership to fulfill the expectations of the role by taking ownership to personal development and assist in the development of others, guided by a strong commitment to the CGLCC mission and strategic direction.

- Ensure alignment of the administration of the Grants Management Process in their assigned area to the strategic direction of the CGLCC;
- Manifest engagement to CGLCC's goals, strategies and values in the day-to-day behaviours and administration of Grants Management Process;
- Seek performance input from Grants Management Officer and other CGLCC team members to identify own performance gaps and inform personal development plan;
- Provide insights and recommendations to Grants Management Officer in the stellar execution of the Grants Management Process and CGLCC standards, policies and procedures; and
- Offer input on how to best meet the Awards Program objectives and support CGLCC programs and initiatives.

DESIRED COMPETENCIES & EXPERIENCE

Education:

- Bachelor's degree or a Certificate in Non-Profit Management is preferred.

Experience:

- Strong experience in Project Management including use of project management tools
- Experience in grant management approaches, requirements and processes
- Knowledge of and experience in preparing/reviewing grant applications
- Financial and Business Analysis Skills including retrieving and analyzing data and preparing reports
- A strong understanding of 2SLGBTQI+ issues in Canada and challenges of not-for-profit 2SLGBTQI+ organizations
- Proven experience in developing, revising and working with multi-element administrative processes
- Experience in maintaining and managing databases
- Experience working within a multiple stakeholder environment
- Previous experience working in a not-for-profit environment is an asset



- Previous experience with the 2SLGBTQI+ community is an asset

Competencies:

- **SERVICE FOCUS** – strong commitment to meet or exceed the expectations and requirements of internal and external stakeholders
- **RELATIONSHIP BUILDING & APPROACHABILITY** – possesses the ability to connect with others, make people comfortable and feel accepted and easily build rapport while maintaining professionalism and celebrating diversity
- **ORGANIZATION** – excellence in effectively managing time by breaking work into manageable tasks, identifying and focusing on priorities and accessing the necessary resources to get the job done; able to assist multiple team members at one time with various tasks; has the adaptability and flexibility to adjust priorities
- **ACTING WITH INTEGRITY** - demonstrated ability to execute, deliver and follow through on key activities and commitments while staying honest, open and trusting; strong attention to detail to submit work or send communications without error; able to handle sensitive information
- **COMMUNICATING EFFECTIVELY** – ability to exchange verbal and written information with varied audiences, ensuring mutual understanding of ideas and issues
- **CONTRIBUTING to ORGANIZATIONAL EXCELLENCE** – finding new and better ways of working by applying learning, feedback and experience; able to work independently AND with the team.
- **FLUENCY** in both official languages is an asset

Terms

This is a home-based, full-time position. This position reports to the Grants Management Officer, CGLCC.

This position is responsible for the geographic region of MB, ON, and NU.

Compensation



Salary will be based on skills and experience, within the annual salary range of \$60,000 - \$70,000. Group benefit plan coverage and annual vacation round out the compensation package.

Applications

Please submit a cover letter along with a CV to careers@cglcc.ca. Applications will be accepted until June 30, 2023.