

Coordinator, Grants and Processes

12-month contract

Job Posting

We are seeking a **Coordinator, Grants and Processes** to join the Community Initiatives department. This position is primarily responsible for coordinating the Blackbaud Grantmaking database and the grants processes for the Community Initiatives (CI) Team. This position will also provide data analysis support to the CI Team and other Foundation teams. Additionally, the Coordinator will perform other tasks and responsibilities as needed to support the team and organization. This position reports to the Manager, Community initiatives (Grants and Processes).

The Canadian Women's Foundation is a national leader in the movement for gender equality in Canada. Through funding, research, advocacy, and knowledge sharing, we work to achieve systemic change. We support women, girls, and gender-diverse people to move out of violence, out of poverty, and into confidence and leadership. Since 1991, our generous donors and supporters have contributed more than \$250 million to fund over 3,200 life-transforming programs throughout Canada. For more information about the Foundation, visit our [website](#). To learn more about what we offer to employees and why you should apply, visit [Work With Us](#).

We strongly encourage applications from women, Two Spirit, trans, and nonbinary people who identify as Black and/or racialized, First Nations, Métis, and Inuit, living with disabilities, and/or members of 2SLGBTQIA+ communities.

Key Duties and Responsibilities

GRANTMAKING

Coordinate the Grants Processes for multiple grant streams (specifically Economic Development, Girls' Fund, Rebuilding Lives, and Teen Healthy Relationships), including but not limited to:

- Revising and building online application grant forms in conjunction with the Manager, Community Initiatives and respective Grant Managers to align with the requirements of all CI Team members.
- Managing the applications intake process and import of all data into Blackbaud

Grantmaking.

- Assisting the Community Initiatives Teams throughout the selection, review, and awarding process.
- Administering grantee communications, payments (including funding agreements) and reporting processes, to ensure all proper documentation and timely disbursement of funds (in coordination with the Finance Team) are accomplished.
- Providing technical and logistical support for all users (staff, applicants, grantees, and committee members).
- Other duties as required

LEARNING & KNOWLEDGE MOBILIZATION

Maintain accurate and current database information for all applicants and grantees, including electronic and hardcopy files management across specified grants streams, including but not limited to:

- Monthly updates for contact information based on CI Team Newsletter and grantee communications.
- Annual audit/review of contact and organizational information for current grantees.
- Conducting training sessions for the CI Team and all other departments on Blackbaud Grantmaking Information Entry Standards and Processes.

CROSS TEAM SUPPORT

Collaborate with the Systems team to enhance the efficiency and effectiveness of the grantmaking database and online platform, including but not limited to:

- Collaborating in the development and implementation of internal best practices and operational procedures.
- Engaging in training and development opportunities offered by Blackbaud.
- Providing feedback and ideas to drive necessary changes and desired enhancements to improve the user experience and functionality of BBGM.
- Back up support to reception and other administrative functions such as answering phone calls, as needed.
- Support other Foundation activities as needed and as part of the nation-wide team.

Qualifications and Experience

- Database management certificate/diploma and project management certificate/diploma are assets.
- Minimum 3 years of experience in database systems is required; experience in Blackbaud Grantmaking is considered an asset.
- Minimum 3 years of experience in project management, paid or volunteer

experience with a women's organization and knowledge of women's issues are assets.

Skills

- Understanding of the feminist non-profit sector and demonstrated commitment to anti-racism/anti-oppression and understanding of the principles of intersectional feminism.
- Proficiency in Blackbaud Grantmaking or equivalent online application platform and database management software.
- Advanced proficiency in Microsoft Office suite (Word, Excel, PowerPoint, Teams) and Zoom (meeting and webinar platforms).
- Ability to work efficiently under pressure and manage multiple projects and deadlines.
- Excellent attention to detail and accuracy, with strong follow-through.
- Strong organizational and communication skills.
- Fluency in English required; working knowledge of French is considered an asset.

Expectations and Conditions

The chosen candidate will be able to start work as soon as possible and would complete a three-month probation period.

Compensation

The hiring range for this position is **\$50,000 to \$55,000**. The Foundation provides generous vacation time, comprehensive health and dental benefits, as well as professional development opportunities. This is a **full-time contract position for one (1) year with the possibility of extension**.

Job Location

Depending on the location of the successful candidate, this position could be work from home, hybrid or in office. Our head office is in Toronto, ON but we are seeking candidates from anywhere in Canada. Some travel within Canada may be required.

Apply Today by Submitting:

- A one-page cover letter outlining why you want to be part of the Canadian Women's Foundation and briefly summarizing your key skills and relevant experience.
- A resume that provides an overview of your work, education, and volunteer experience.

The deadline for submission is **5:00 PM EST on August 20, 2024**. Please email the document to humanresources@canadianwomen.org and indicate **"Coordinator, Grants and Processes"** and quote reference number **"CI-030"** in the subject line.

Canadian Women's Foundation Commitment to Equity

The Canadian Women's Foundation is strongly committed to equity in employment and seeks to attract, select, and hire a diverse team with a high level of professional skills, passion for and belief in our vision and mission. We aim to be inclusive of diverse people across gender and sexuality spectrums. This includes people who identify as women, girls, trans, Two Spirit, genderqueer, non-binary, and 2SLGBTQIA+. If comfortable, we encourage candidates to share information about their identities, lived experiences, and the communities they are part of in their cover letter.

The Canadian Women's Foundation adheres to Canadian Human Rights legislation and will provide accommodation to candidates during any part of the interview or hiring process, if requested.

We thank all applicants for their interest. However, only those selected for a first interview will be contacted. We anticipate two rounds of interviews before the successful candidate is selected.