

GRANTS ADMINISTRATOR JOB DESCRIPTION

Reporting to the Executive Director (ED), the Grants Administrator is responsible for researching, writing, and submitting high-quality grant proposals to secure funding from foundations, government agencies, corporations, and other funding entities. Additionally, this role will require a strong understanding of budgeting and financial reporting to ensure that all grant-funded projects are properly budgeted, tracked, and compliant with funder requirements. This role requires a detail-oriented, creative thinker who is passionate about our mission and vision, and can effectively communicate the organization's needs and goals to potential funders. This is achieved in alignment with the core values of BGC Canada as well as focusing on key issues and priorities of our community.

Duties and Responsibilities (include but not limited to):

- *Research & Identification:*
 - a. Research and identify grant opportunities that align with the organization's objectives, including federal, provincial, municipal and private funding sources.
 - b. Stay up-to-date on relevant trends in grant funding and the priorities of key funding bodies.
- *Proposal Development:*
 - a. Write compelling grant proposals, applications, and reports, ensuring they align with funder guidelines, are clear, concise, and persuasive.
 - b. Work closely with the Executive Director and program team to understand project needs and translate them into compelling proposals and reports.
- *Budgeting for Grants:*
 - a. Develop detailed project budgets for grant proposals, working with the team to ensure all costs are appropriately accounted for and aligned with funder guidelines and requirements.
 - b. Ensure that grant budgets are realistic, clearly defined, and compliant with the funder's financial expectations, as well as our organization's financial reality.
 - c. Prepare budget justifications and financial explanations as needed
- *Reporting & Compliance:*
 - a. Take a lead role in the preparation of required financial reports, including progress reports and final reports, to ensure timely and accurate submission.
 - b. Ensure that all financial documentation, evaluation and statistical data related to grants is properly maintained and available for audits or reviews.
 - c. Write accurate and compelling follow-up reports, describing the impact of program/project funding for children, youth, and community members.
- *Grant Management:*
 - a. Track proposal deadlines, submission processes, and ensure timely follow-ups on submitted proposals.
 - b. Maintain a calendar of funding opportunities and deadlines to ensure continuous grant-seeking activity.

- *Relationship Building:*
 - a. Cultivate and maintain relationships with current and potential funders to foster long-term partnerships.
 - b. Collaborate with fellow staff to gather necessary data and metrics to demonstrate the effectiveness of projects.
 - c. In conjunction with the Office Manager and Marketing & Events Coordinator, ensure donors/funders/supporters receive the appropriate recognition and appreciation via thank you procedures.
 - d. Create/submit news releases as they pertain to funders, donors and supporters, consulting with the ED, as necessary.
- *Other Duties as Assigned:*
 - a. Assist and support the administrative team by reviewing/editing outgoing correspondence such as letters, reports, memos, etc.
 - b. Participate in team meetings and provide updates on grant writing progress.
 - c. Perform other related duties to support the organization’s fundraising efforts.
 - d. The Grants Administrator may be responsible for other duties as described by the Executive Director.

Knowledge, Skills and Abilities:

- Excellent written and verbal communication skills, with the ability to craft clear, persuasive, and professional proposals.
- Strong research skills and the ability to quickly grasp complex topics.
- Knowledge of grant budgets, financial reporting, and compliance requirements.
- Strong proficiency in Microsoft Excel, Word, and Outlook.
- Ability to work independently, manage multiple projects, and meet deadlines.
- Familiarity with grant databases and proposal tracking systems is an asset.

Qualifications:

- Bachelor's degree in English, Communications, Nonprofit Management, Finance, or a related field (or equivalent experience).
- Minimum of 2 years of experience in grant writing, fundraising, or related fields, with a strong understanding of financial management and budgeting for grants.
- Proven track record of successfully securing grants from foundations, government agencies, and/or corporations.
- Must be bondable with willingness to complete a Criminal Record Check and Vulnerable Sector Check.

Personal Attributes:

- Strong attention to detail and organizational skills.
- A proactive and self-driven approach to work.
- Passionate about the mission and vision of BGC Battlefords/BGC Canada.
- Collaborative team player with the ability to build relationships with diverse stakeholders.

Other:

- Full-time, permanent position with access to the Employee Group Benefits upon completion of a three-month probationary period. These include but are not limited to, Group Health and Dental Plan, Group RRSP Plan, Child Care Benefit, etc.
- Flexible work schedule and remote work options.
- Professional development opportunities and training.

How to Apply:

Interested candidates should submit a resume, cover letter, and writing samples (preferably grant proposals or similar documents) to the Executive Director at ed@bgcb.ca. In your cover letter, please describe why you are excited about this position and how your skills and experience align with the role.

BGC Battlefords is an equal opportunity employer and values diversity in our workforce. We encourage applicants from all backgrounds to apply.

**Please note, this job description serves as a guide and may be subject to change based on the evolving needs of the organization.*