

JOB POSTING

GRANTS AND COMMUNICATIONS COORDINATOR (GCC)

(12–18-month parental leave coverage;
Flexible and/or gradual start date between April 1 to 21st)

The Community Foundation of Southeastern Alberta (CFSEA) serves the region by building permanently endowed charitable funds for the changing needs and opportunities of the community, making grants, and providing leadership that contributes to the health and vitality of the community.

Overview

This position entails a mix of grant management, communication strategies, and community engagement, making it essential for candidates to exhibit strong professionalism along with organizational and interpersonal skills.

- **Reports To:** Executive Director (ED)
- **Hours:** Temporary 0.8 – 1.0 FTE (30 – 37.5 hours/week)

Key Responsibilities

Grants Management

- Ensure compliance with regulatory and policy requirements for grants.
- Oversee CFSEA's grant initiatives including promotion, processes, and evaluations.
- Provide support to the CFSEA Grants Committee including technical and administrative.
- Manage CFSEA's Grant Life Cycle Management database.

Marketing and Communications

- Develop an annual Communications Plan aligned with CFSEA's Strategic priorities.
- Manage marketing budgets, website, multiple social media platforms and related analytics.
- Ensure consistent branding and effective communication materials.

Community Leadership and Event Planning

- Organize public grant events with support from the Foundation Services Coordinator.
- Act as a knowledge hub connecting donors with community needs.
- Represent CFSEA at public events and gatherings as appropriate.

Knowledge and Skills

- Excellent interpersonal, oral, and written communication skills.
- Proficiency in Microsoft Office, donor database systems, and technology
- Experience in event management and administration.
- Strong research, critical thinking and public speaking skills.

Qualifications and Experience

- Post-secondary diploma/degree in communications, public relations, marketing, or related field.
- Minimum of two years' experience in event management, fundraising, or similar.
- Marketing/media relations experience is an asset.
- Proven ability to establish effective working relationships with management and volunteers.

Hours and Compensation

- 30 – 37.5 hours per week – flexible hours typically Monday to Friday.
- Compensation as per GCC Salary Grid (\$25.30 - \$30.76 depending on education and experience), with benefits including vacation and health benefits.

Apply with a cover letter and resume by emailing the CFSEA Executive Director at Niki@cfsea.ca.