



## **JOB DESCRIPTION**

### **GRANTS COORDINATOR (GC)**

Part time – Parental Leave Coverage 12- 18 months

**Reports to:** Executive Director

**Hours:** 20 - 30 hours/week

**Location:** Medicine Hat

**Salary:** \$24.10 - \$27.90/hour

The **Community Foundation of Southeastern Alberta (CFSEA)** strengthens communities by building permanent endowment funds, investing in regional charitable initiatives, and providing leadership on issues affecting regional well-being. Governed by a volunteer Board of Directors, CFSEA is a public foundation committed to fostering community vitality across Southeastern Alberta.

The **Grants Coordinator (GC)** plays a pivotal role in delivering CFSEA's granting programs. This position ensures accessible, transparent, and impactful grantmaking that responds to community needs and highlights the Foundation's leadership in philanthropy. The GC manages the grant cycles, supports community engagement, and contributes to event planning and storytelling to showcase local impact.

#### **Key Responsibilities**

- Coordinate CFSEA's bi-annual community granting cycle, including outreach, application intake, eligibility screening, committee coordination, and follow-up.
- Maintain and update grant application and reporting forms in the Grant Lifecycle Manager (GLM) platform.
- Serve as the primary point of contact for applicants and grantees, offering clear guidance and responsive support throughout the grant process.
- Track and compile grant impact reports and grantee success stories for internal use and public sharing.
- Provide administrative and technical support to the Grants Committee Chair, committee members, and stakeholders.
- Assist with the recruitment and support of diverse and equitable grants committee representation.
- Support evaluation of funding programs and identify emerging community needs or trends.
- Collaborate with the CFSEA team to share grantee stories and demonstrate community impact.
- Oversee the Youth in Philanthropy (YiP) program

#### **Community Leadership and Event Planning**

- Represent CFSEA at community events and act as a champion for local philanthropy.
- Help connect donors with community needs and provide insight into emerging social issues.
- Support the planning and implementation of initiatives such as the Community Impact Award Program, Vital People, and other special projects.
- Plan and coordinate all public granting events, with support from the Foundation Services Coordinator (FSC).

### **Knowledge and Skills**

- Strong research, evaluation, and critical thinking abilities.
- Effective public speaking and group facilitation skills.
- Experience planning and executing special events with attention to detail.
- Strong interpersonal skills and the ability to build collaborative relationships with diverse stakeholders.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite; familiarity with donor databases and online grant platforms is an asset.
- Strong organizational, time management, and problem-solving skills.
- Ability to manage multiple priorities and meet tight deadlines.
- Comfortable working independently and collaboratively as part of a small team.

### **Qualifications and Experience**

- Post-secondary education in public relations, event management, nonprofit management, or a related field.
- Minimum two years of relevant experience in grantmaking, nonprofit program coordination, or community development.
- Proven success in managing both small- and large-scale events.
- Experience working with or supporting boards and committees.
- Familiarity with online grant management systems (training provided).
- Demonstrated commitment to equity, diversity, and inclusion.
- Strong understanding of local and regional community needs, as well as familiarity with charitable organizations serving Southeastern Alberta.

### **Hours of Work and Remuneration**

The Grants Coordinator is a permanent 0.8 FTE position, averaging 30 hours per week, based in Medicine Hat, Alberta.

- Compensation is provided according to CFSEA's approved salary grid, commensurate with experience and qualifications.
- The position includes legislated benefits (EI, CPP), paid vacation as outlined in the CFSEA Human Resource Policies, access to group health benefits, and all applicable statutory holidays.
- The role requires professionalism, adaptability, and a strong work ethic, particularly in managing a dynamic workload within a growing community foundation.
- Occasional work outside of regular office hours and off-site activities (e.g., community events, public granting celebrations) may be required. The successful candidate must demonstrate a commitment to upholding CFSEA's values in a professional, non-partisan, and community-focused manner.