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# Employment Opportunity

## Grants Coordinator

### *Finance & Technology – Asset Management*

Competition	<b>19/184</b>
Status	<b>Regular Fulltime</b>
Hours of Work	<b>70 hours bi-weekly</b>
Rate of Pay	<b>\$39.53 - \$44.82 per hour</b>
Review of applications begins	<b>4:00pm on October 2, 2019; this competition will remain open until the successful candidate is found.</b>

### Summary

The Grants Coordinator coordinates the District's grant management program both for internal and external grant programs. This position works across the organization to maximize grant revenues to support funding projects contained in long-term capital plans.

### Duties & Responsibilities

- Alerts staff of new grant opportunities and maintains a database of organizations (governments and others) that provide grant revenues and an interpretation of how and where they may be applicable to CRD operations.
- Maintains external grant service subscriptions.
- Maintains and updates the Grant Management Database System (GMDS).
- Educates staff on the policies and processes related to grants program including offering related training and creating tools to support the program.
- Develops, maintains and continually improves business process, forms, procedures, policies and webpages throughout the grants life-cycle for both internal and external grant programs.
- Establishes lead and lag key performance indicators to enable measurement of grant performance and gathers and maintains the necessary data to support these indicators.
- Ensures the CRD is registered as a potential recipient of grant information and included on grant distribution lists.
- Researches grant opportunity requests from CRD staff for specific capital project funding.
- Provides guidance and support to staff members as required when staff are developing grant applications to ensure applications are compliant with grant program requirements and providing guidance in staff report development relating to grant requirements (i.e. Board Resolution).
- Reviews, tracks progress, and reports on internal grant applications for compliance to Community Works Fund (CWF) and Grants in Aid (GIA) requirements and sends regular updates to staff on application status as required.
- Maintains an inventory of capital projects where there is the potential for future grant opportunities and notifies project lead as opportunities arise.
- Provides ongoing support to the Asset Management function, as required.
- Develops and facilitates a grants prioritization process for prioritizing competing capital projects
- Provides information and analysis services to assist staff in developing staff reports and/or other documentation that supports decision-making at senior levels.
- Ensures grant applications are approved through the appropriate the governance structure.
- Advises Financial Services of new grants awarded to set up project accounts/obtain accounting data and as well as reconciling

financial data with the GMDS and the financial accounts.

- Follows up with project managers and government agencies regarding existing/active grants (progress, reporting, financial information, funds collection) to ensure pre and post funding requirements are followed.
- Develops and gathers grant related reports (i.e. project status reports, annual expenditure/financial reports, outcomes report, staff reports) for Senior Management, Government Agencies, Committees, or the Board as required.
- Follows all policies, procedures and standards of the CRD.
- Performs other related duties as required.

## Qualifications

- A degree in commerce and or public administration and 6 years related experience, ideally in grant coordination or an equivalent combination of education and experience may be considered.
- Extensive experience in technical/staff report writing. Knowledge of grant application and awarding processes including experience in interpreting standards and qualification criteria of government funding programs.
- Extensive knowledge, skill and ability to use various computer software such as word processing, spreadsheet (Excel), SharePoint and project scheduling programs and databases.
- Strong project management skills.
- Proposal development and assessment skills.
- Excellent communication (verbal and written), interpersonal and customer service skills are required.
- Experience in working with fund accounting in a multi-divisional organization.
- Experience in developing business systems and making system and process recommendations for improvements.
- Experience working with a large enterprise (ERP) System, preferably SAP, and other business database applications used in the delivery of a business processes.
- Working knowledge of centralized processing staff reports and applications in a large and diverse organization.
- Demonstrated strong initiative and sound judgment skills.
- Demonstrated analytical, organizational and 'attention-to-detail' skills.
- Demonstrated ability to work with minimum direction under pressure, meet strict deadlines and deliver on ever changing priorities.
- Ability to establish and maintain effective relationships with staff and outside agencies.

## Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at [www.crd.bc.ca](http://www.crd.bc.ca) under "[Careers](#)".

**The CRD wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.**

