



Community Grant Implementer

Are you passionate about driving positive change and empowering communities? We are seeking a dedicated Community Grant Implementer to play a pivotal role in our mission-driven organization. As a key member of our dynamic team, you will have the opportunity to manage impactful grant initiatives from inception to evaluation, fostering relationships with diverse stakeholders and ensuring the effective allocation of resources. Bring your experience in grant management, project oversight, and community engagement to make a difference in the lives of individuals and communities we serve. Join us in creating lasting social impact and shaping a brighter future together. Apply today and be part of our journey towards meaningful change!

Key Responsibilities:

1. **Grant Management:** Manage the full lifecycle of the various grants, from call for proposals to application review and selection to monitoring and evaluation.
2. **Community Engagement:** Build and maintain relationships with grant applicants, grantees, and community parties to ensure effective communication and collaboration.
3. **Project Oversight:** Provide guidance and support to grantees throughout project implementation, including budget monitoring and progress reporting.
4. **Capacity Building:** Offer technical assistance and capacity-building opportunities to enhance the impact and sustainability of funded projects.
5. **Impact Assessment:** Conduct regular assessments and evaluations to measure the impact of grant-funded initiatives on community development goals.
6. **Reporting:** Prepare comprehensive reports for funders and other interested parties, showcasing the outcomes and successes of the various grant programs.
7. **Compliance:** Ensure compliance with grant agreements, organizational policies, and legal requirements.

Qualifications:

- Bachelor's degree in a relevant field (e.g., Social Sciences, Public Administration, Nonprofit Management).
- Understanding of grant management, including application review, monitoring, and reporting.
- Strong project management skills with the ability to prioritize tasks and manage deadlines effectively.
- Excellent communication and interpersonal skills, with a demonstrated ability to build relationships with diverse stakeholders.

- Proven experience in community development principles and a commitment to social justice and equity.
- Proficiency in Microsoft Office Suite

Preferred Qualifications:

- Experience working with community-based organizations or nonprofit sectors.
- Knowledge of fundraising strategies and donor relations.
- Fluency in multiple languages reflecting the diversity of the community served.

Hours of Work:

35 hours per week. General office hours are 8:30 a.m. to 5:00 p.m. Monday through Thursday and 9:00 a.m. to noon Fridays. Evening and weekend work will be required.

Salary:

Salary range: \$44,000 - \$48,000 per year depending on qualifications and experience. The Federation offers a competitive compensation and benefits package.

How to Apply:

Interested candidates should submit a resume, cover letter, and contact information for three professional references.

Leslie Evans, Executive Director
Federation of Calgary Communities
110 720 28th Avenue NE
Calgary, AB T2E 6R3
Leslie.evans@calgarycommunities.com

DEADLINE: Open until a suitable candidate is found.

The Federation is an equal opportunity employer, where personnel are recruited and employed without discrimination based on race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, sexual orientation, marital status, source of income, or family status.