



Grants & Administration Coordinator

Location: Calgary, AB

Start Date: November 2025

Term: 3-year contract with opportunity for extension

Schedule: 35 hours/week, half-day Fridays, in-office with hybrid/off-site options; some evening and weekend work required

Compensation: Salary commensurate with experience; full benefits after 3 months

The **Federation of Calgary Communities** is looking for a **Grants and Administration Coordinator** to manage the administrative and financial side of our new Placemaking Program. This role ensures that grant applications, reporting, and budgets run smoothly, setting community projects up for success while keeping funders and stakeholders confident in program accountability.

What You'll Do

Grant & Program Administration

- Manage the intake, tracking, and processing of grant applications.
- Maintain the grant application form, guidelines, and process documentation.
- Coordinate meetings of the Grant Committee—prepare review packages, track decisions, and communicate results
- Track deadlines, compliance, and follow-ups with funded groups.

Reporting & Financial Management

- Track budgets, payments, and grant disbursements.
- Maintain accurate financial records for the grant program.
- Support bookkeeping and preparation of financial reports.
- Collect project outcomes, performance data, and assist in preparing annual reports to funders.
- Update CRM database with contacts, organizations, and project updates.

Funder & Stakeholder Support

- Maintain strong relationships with funders, sponsors, and partners.
 - Assist in compiling program updates, impact reports, and showcasing funded projects.
 - Contribute to long-term program strategy and ensure compliance with funder priorities.
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Who You Are

- 2–3 years of experience in grants management, nonprofit administration, or financial coordination.
 - Highly organized, detail-oriented, and comfortable managing spreadsheets and systems.
 - Skilled at balancing deadlines, accuracy, and clear communication.
 - Excited about supporting community placemaking through strong financials, policies, and administrative systems.
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Bonus Points

- Experience with bookkeeping or nonprofit management.
 - Familiarity with grant writing, reporting, or proposal development.
 - Experience working with funders, sponsors, or grant review panels.
 - Passion for placemaking, civic design, or grassroots community development.
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Perks of Working With Us

- Join a mission-driven organization dedicated to vibrant, connected communities.
 - 35-hour work week with half-day Fridays.
 - Full benefits after 3 months.
 - Help shape an exciting new initiative transforming Calgary's public spaces.
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How to Apply:

Send your resume and a short (max 1 page) cover letter along with salary expectations, showing why you're a great fit to adam@calgarycommunities.com by October 19th, 2025.

The Federation of Calgary Communities is committed to equity, inclusion, and diversity. We encourage applications from people of all backgrounds, identities, and lived experiences. Only shortlisted applicants will be contacted.