



**Job Description: Grants Administrator**  
Reports to: Executive Director  
Type: Temporary Part Time, 20-35 hours per week & 20-month term  
Location: South Okanagan; work remotely from home but within the South Okanagan  
Salary Range: \$50,000 – 60,000 depending on hours and experience

### **About The Foundation**

The Community Foundation of the South Okanagan Similkameen (CFSOS) is striving for a future that includes healthy, vibrant and inclusive communities across the South Okanagan Similkameen. Our Foundation was incorporated in 1991 and has now granted more than \$6 million to local charities. We actively build our endowment fund to ensure future granting while pursuing creative impact solutions that allow us to leverage all our assets, not just grant dollars, to improve our communities. We work closely with donors and stakeholders to provide leadership in addressing issues that face our communities.

### **Position Overview**

Reporting to the Executive Director, the Grants Administrator is responsible managing the Foundation's annual grants program and any other regional and national programs that the Foundation chooses to participate in. The Administrator will be responsible for working with local charities wishing to apply for funding by answering questions, supporting their efforts, vetting applications and matching applicants with potential funding sources.

The Administrator will be comfortable promoting the Foundation's programs through all required mediums including press releases, email newsletters, Facebook posts/engagement, and traditional mail. In addition, the Administrator will be comfortable making presentations and speaking on radio and television, if necessary.

The position requires a highly organized individual with excellent communication skills, technical/software skills, and volunteer management experience. The Administrator will be responsible for reviewing and vetting applications and supporting the Grants Committee in its review and selection process.

As a key member of the Foundation's high performing team, the Grants Administrator embraces the mission of the Foundation and effectively promotes and communicates its values, vision and strategic plan.

### **Key Responsibilities**

- Participates in the planning, delivery and evaluation of the Foundation's grants programs including, but not limited to
  - Annual discretionary grants
  - Bursaries
  - RBC Youth Grants
  - Equality Grants
  - Investment Readiness Program
  - Kia In Motion Grants
  - Canadian Healthy Communities Initiative
- Coordinates Grants Committee meetings
- Outreach and support to local charities to ensure equal opportunity to apply for funding
- Works closely with the Foundation's current team to be strategic about how best to leverage granting/community investment opportunities to benefit the community
- Manages existing grant cycles using the Foundation's grants management software
- Helps maintain a current, reliable and accurate CRM system
- Participates in implementing the communications plan in collaboration with other team members to further the goals of the grants program and the strategic plan

**Required Experience, Skills, and Qualifications**

- A strong track record with 3+ years of grants management or grant writing within the charitable sector
- Demonstrated ability to develop and implement strategy
- A proven commitment to excellence in community development
- High level proficiency with Microsoft Office software and various online tools
- A highly effective communicator with strong interpersonal skills, verbal communication and writing skills
- A reputation for personal integrity and the highest ethical standards
- Demonstrated willingness to take ownership of projects and programs while working seamlessly within a positive team environment

**Education**

- A bachelor's degree or equivalent experience in the charitable sector

**Other Requirements**

- Drivers License and vehicle that can be used for employment purposes (mileage and business insurance covered)
- Ability and willingness to travel within the Valley when required
- Ability to work from home with high-speed internet access

**Flexible Working Conditions**

CFSOS offers a flexible work environment which includes allowing team members to set their own work schedule, in consultation with the Executive Director. The focus is on the accomplishment of defined goals, rather than adherence to a strict work schedule.

Until COVID-19 restrictions have been fully lifted all staff will be working from their homes. The future location of the Foundation office is somewhat uncertain at the moment, pending the end of pandemic restrictions, so all team members should be comfortable and able to work from home.

There will be times when work is required outside of typical "office hours" and the Donor Associate will be expected to accommodate these circumstances.

**Contract Term**

While this position is posted for a 20 month term, the Foundation expects to grow rapidly during that time and it is entirely possible that this may become a full time position before the end of the term.

**Accessibility Statement**

CFSOS is committed to upholding the values of equity, diversity, and inclusion in our living, learning and work environments. In pursuit of our values, we seek members who will work respectfully and constructively with differences and across levels of power. We encourage all applications including from members of groups experiencing barriers to equity.

**Submissions**

Please submit resumes by email to [admin@cfso.net](mailto:admin@cfso.net) by 9am on Sept 9, 2022.



For questions, please contact Aaron McRann, Executive Director  
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