



Position: Grant Coordinator
Reports to: Executive Director
Date Posted: September 2019

Do you have excellent administrative skills and understanding of the granting process?
Do you have strong relationship building skills and the ability to make strategic connections?
Would you like to support the process that funds adult learning programs for vulnerable Calgarians?

If so, Calgary Learns is looking for you to join our team as a Grant Coordinator.

Calgary Learns is a granting agency that supports foundational learning for adults in Calgary. We make community-based learning accessible, and promote the value of learning for adults who are developing their literacy and foundational skills. Funded by Alberta Advanced Education's Community Adult Learning Program (CALP), we build capacity in local non-profits that provide learning opportunities for adult foundational level learners through:

- Providing program and initiative grants
- Supporting professional development opportunities for staff working with adults at the foundational learning level

The **Grant Coordinator** will:

- Coordinate the yearly granting process for Calgary Learns, which includes grants for Adult Literacy, Essential Skills, Immigrant serving and Indigenous programs and Initiatives. This process encompasses the creation of RFPs, reports, relevant documentation necessary for grantees to collect, monitoring the allocation of CALP grant funds and the evaluation of our process
- Provide overall support during the grant application process including: supporting applicants with proposal pre-screens, reviewing proposals including program budgets, ensuring proposals match the mandate of Advanced Education's CALP funding, recruiting external grant reviewers and preparing a summary of recommendations for the Calgary Learns' Board
- Monitor funded programs: developing relationships with key program leaders, conducting site visits and coordinator interviews, reviewing final reports and summarizing key trends in the field
- Assist in the preparation and presentation of a variety of reports and materials including coordinating the CALP final report
- Conduct periodic scans to identify initiatives and resources relevant to Calgary Learns' work. This could entail web searches, interviews with key stakeholders, etc.
- Represent Calgary Learns on community tables and events as required
- Assist with special projects and additional duties as assigned by the Executive Director

Required Expertise and Skills

- Strong organizational and administrative skills
- Direct experience with coordination of complex projects
- Clear and confident communication skills and a facilitative and empathetic style in dealing with applicants and grantees (face-to-face, by phone or via email)
- Project management experience including program analysis, monitoring and evaluation and financial tracking
- Excellent writing skills with the ability to synthesize information and prepare clear reports
- Ability to analyse budgets
- Ability to establish long-term, collaborative relationships internally and in the community
- Proactive and resourceful
- Demonstrated ability to work collaboratively with a broad range of stakeholders
- Ability to manage and allocate time and financial resources effectively
- Works well independently as well as part of a team
- Proficiency with Microsoft Office applications (Word, Excel, PowerPoint) and Google drive

Education and Experience

- 5 or more years of related work experience. Experience in the following areas would be considered a strong asset:
 - Granting
 - Non-Profit Program Coordination
 - Adult Learning, especially at the foundational level
- A university degree or college diploma in community development, social services or education is preferred. Experience may be considered as equivalent.

Deadline to Apply: **September 23, 2019** or until suitable candidate is found

To apply, forward resume and covering letter with salary range expectations by e-mail to:

jobs@calgarylearns.com

Please use the subject line "Grant Coordinator"

Thank you in advance for your interest and effort in applying.

Only candidates selected for an interview will be contacted.