



## **Grant Liaison - Job Posting with Calgary Learns**

Calgary Learns is seeking a Grant Liaison who will play an integral and dynamic role in advancing the impact of the Community Adult Learning Program (CALP) in Calgary. Our focus is supporting community-based learning opportunities for adults 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 Liaison will report to the Executive Director and will have a broad and varied range of activities.

### **Responsibilities**

Responsibilities will include but not be limited to:

- Develop and nurture relationships with Calgary Learns partners and services providers, including non-profit organizations, funders, and learning practitioners
- Coordinate the yearly granting process for Calgary Learns' program and initiative grants, including:
  - o creating of RFPs, applications, reports and relevant documentation necessary for grantees to collect
  - o assisting in marketing and seeking out potential programs/initiatives that would address foundational learning gaps for adult Calgarians
  - o monitoring the allocation of Calgary Learns granting funds from our CALP grant
  - o periodically reviewing and refining grant processes and procedures
- Provide overall support to programs during our grant application process, including:
  - o supporting applicants with pre-screens of proposals
  - o ensuring proposals align with the mandate of Advanced Education's CALP funding
  - o reviewing proposals, including program budgets, and providing feedback
  - o managing the external review process, including recruiting grant reviewers, preparing grant packages, and recording minutes of review meetings
  - o preparing the final slate of grants based on recommendations for the Calgary Learns Board 's approval and our CALP application
- Monitor funded programs including:
  - o developing strong relationships with key program partners
  - o conducting site visits and program coordinator interviews
  - o reviewing final reports and working with partners to ensure accuracy
  - o managing grant disbursement process
  - o summarizing key trends in the foundational learning 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, including 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

## **Qualifications**

The ideal candidate will be mid-career (8-12 years relevant experience) with the following qualifications and competencies:

- Post-Secondary degree in community development, social services or education is preferred. Relevant experience may be considered as equivalent.
- Significant knowledge of the charitable or philanthropic sector.
- In-depth knowledge in granting; an understanding of adult learning, especially at the foundational level, and non-profit coordination is a definite asset.
- Knowledge and experience of funding/grantmaking practices.
- Experience in project management, monitoring, budgeting and evaluation.
- Strong communication skills (written, oral and delivery of presentations).
- Superior inter-personal skills and an engaging facilitative style in dealing with colleagues, applicants, and grantees; able to develop long-term, collaborative relationships built on trust and openness.
- Able to design, implement and monitor internal policies, workflow processes and procedures.
- Ability to meet deadlines and manage a variety of projects concurrently.
- Able to take initiative and work as a self-sufficient member of a small, close-knit team.
- Strong research and scanning skills; able to synthesize and summarize large volumes of information.
- Analytical, strategic and innovative thinker.
- Computer proficiency with Microsoft Office applications (Word, Excel, PowerPoint) and Google drive.
- Financial management skills.
- Enthusiastic, curious, and passionate about the charitable sector.

## **Other Details**

Compensation will be commensurate with experience. Calgary Learns offers a comprehensive benefits package, professional development opportunities, and a collegial working environment. The position is based in Calgary, Alberta, and will require flexibility for occasional overtime work as well as local travel to attend meetings and site visits.

Deadline to Apply: **October 7, 2021** or until suitable candidate is found

To apply, forward resume and application letter with salary range expectations by e-mail to:  
[jobs@calgarylearns.com](mailto: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.