



Position Title: Grants Impact Associate

Date: September 2017

Position Summary:

Reporting to the Director of Grants and Community Engagement, this position plays a key role in evaluating individual funded projects, programs, and organizations, in managing the Foundation Directed Initiatives program, and in evaluating, understanding, and helping to communicate ECF's impact in the community.

Key Responsibilities:

- 20% Manages Foundation Directed Initiatives (FDI) program
 - Contributes to the Foundation's awareness of community needs
 - Makes recommendations for new FDIs based on knowledge of sector, focus areas identified by ECF staff, committees and board, and past & current grants
 - Prepares recommendations for the Granting Programs Committee (GPC) and/or Board
 - Prepares edit reports for FDIs for signature by Director
 - Monitors existing FDIs and reports to GPC and Board
 - Allocates FDIs from Field of Interest, Community or other funds as appropriate
 - Seeks to remain informed and prepared to engage in proactive measures to ensure Foundation is aware of potential granting opportunities, directions, environmental influences, and contingencies related to the granting process
 - Identifies issues and makes recommendations for changes to the FDI program

- 40% Monitors current Community, Vital Signs, Small, and Young Edmonton grants
 - Develops and communicates reporting guidelines
 - Liaises with all grant recipients about communications with Foundation
 - Selects and works closely with certain grant recipients to understand impact of projects supported by ECF
 - Proactively manages the ECF/grantee relationship from the time applicants receive a grant, up to and including when they report on the impact of that grant
 - Analyzes, summarizes and conveys individual and clustered results and learnings for specific internal and external stakeholders
 - Supports the accountability and impact reporting obligations of grantees
 - Support the work of grantees by convening discussions based on sector or type of project
 - Based on results and learnings of past grants, creates and shares reports that provide relevant information to aid ECF staff and volunteers in the process of considering new grant applications
 - Identifies great stories and facts resulting from ECF grants, and provides feedback to Communications on grants appropriate for profile in Foundation publications or on social media

- 15% Demonstrates impact of ECF's granting programs and ECF's impact on focus areas
 - Uses data to support ECF granting programs as a whole for the purposes of learning, improving practices and informing ECF's internal and external stakeholders of ECF granting impact
 - Reports on ECF's impacts and outcomes in focus areas, as may be defined from time to time

- Assesses clusters of grants that supported common themes, including what was learned for future reference for these particular types of grants

20% Supports Community Grants Program, Vital Signs Grants Program, and Small Grants Program

- Contributes to the Foundation's awareness of community needs
- Reviews grant applications in collaboration with other Grants staff
- As required, supports the Community Grants Associate (prepares Requests for Proposals and weekly application summaries, reviews grant proposals, and participates in sub-committee meetings)

5% Other duties

- Participates in visioning, goal setting, review, and reporting for the Grants section
- Participates in Foundation's volunteer recognition efforts
- Participates in internal review of Belcourt Brosseau Métis Awards applications
- Updates distribution budget as required
- Ensures annual revisions to relevant sections of the Foundation's process manual
- Assists with annual audit as requested
- Participates in professional development opportunities such as Community Foundations of Canada national or regional conferences and identifies personal professional development needs
- Other duties as assigned related to the Foundation's vision, mission, and mandate
- Supports Director in representing ECF in the community
 - Participates in public speaking opportunities at post-secondary institutions, conferences, and community group events
 - Participates in Funders' Liaison Network and collaborates with other funders to gain and share knowledge
 - Engages with charitable organizations and other stakeholders about community needs and priorities

Role with the Edmonton Community Foundation

- Acts as an ambassador for the Foundation by attending meetings with charities and other stakeholders
- Maintains excellent relationships with other Foundation staff and volunteers to ensure Foundation grants management is of consistently high quality
- Participates in Foundation-wide activities and assists as needed with activities led by other areas of the Foundation
- Supports the vision, mission and goals of the Edmonton Community Foundation and its programs

Qualifications:

The following experiences are assets:

- Experience with collecting, synthesizing, interpreting, and reporting quantitative and qualitative data
- Experience in evaluation, analysis, and social science research
- Experience in the non-profit sector
- Experience in communications or related fields
- Post-secondary studies in the social sciences or similar fields of study

Specific skills should include:

- Strong oral and written communication skills
- Strong capacity for analytical thought and ability to understand and interpret data
- Strong computer skills, including knowledge of Word, Excel, email, internet, and ability to learn other complex computer programs;
- Ability to accurately enter data and to effectively use database systems;
- Strong time management skills, organizational skills, and ability to set priorities;

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- Ability to work with a broad range of stakeholders;
- Positive attitude towards meeting the needs of all stakeholders, including donors, grant recipients, and students;
- Diplomacy and ability to tactfully communicate potentially unpopular decisions;
- Ability to identify and recommend improvements to processes and to anticipate contingencies;
- Flexibility and ability to adapt to change at the Foundation or in the charitable sector; and
- Self-motivation, initiative and ability to positively contribute to a team environment.