



Position Title: Grants Assistant

Incumbent:

Date: October 2019

Position Summary:

Reporting to the Director of Grants and Community Engagement, this position plays a key support role in the Foundation's granting programs, provides administrative support to the Director, and assists the grants officers (Community Grants, Student Awards, and Donor Grants Associates) by providing support and assistance.

Key Responsibilities:

- 50 % Administers responsive grants programs
 - Creates online intake for each cycle
 - Checks basic eligibility of applicants
 - Transfers application data from Openfield into FIMS
 - Updates and reviews online applications to ensure accuracy, completion, and eligibility
 - Tracks potential second year applicant and connects with agencies to determine if agencies meet second year criteria guidelines at approximately nine-month mark from approval
 - Notifies recipients and prepares letters for recipient agencies
 - Confirms any grant conditions are met prior to payment
 - Prepares edit reports for signature by Director
 - Allocates payment of grants from Narrow Field of Interest, Combined, Field of Interest, Community or other funds as appropriate
 - Updates distribution budget as required
 - Answers questions about grants programs and on-line application system
 - Assists Community Grants Manager in preparation of Request for Proposal letters and weekly summaries

- 10% Assists with volunteer management
 - Acts as liaison to sub-committees, including preparing weekly summaries, providing access to proposal submissions, scheduling and attending quarterly meetings, taking notes, and acting on feedback
 - Participates in Foundation's volunteer recognition efforts

- 30% Provides administrative support to other Grants team members
 - Designated grants and administered fund disbursements
 - Monitors action dates in Foundation Information Management System (FIMS)
 - Prepares monthly edit reports for designated grants and administered fund disbursements
 - Confirms charitable status of grant recipients
 - Prepares associated correspondence
 - Ensures accurate electronic and paper record keeping
 - Responds to grantee questions relating to designated grants and administered fund disbursements

- Prepares quarterly fund updates for administered funds and assists with preparation of annual fund updates
- Donor advised grants
 - Supports Donor Grants Associate with preparation of edit reports and correspondence
- Interfund transfers
 - Prepares edit reports for interfund transfers as directed
- Student Awards
 - Maintains on-line awards applications in Openfield system
 - Transfers application data from Openfield into FIMS
 - Supports Student Awards Associate with preparation of edit reports and correspondence
 - Assists Student Awards Associate in supporting awards panels

10% Contributes to an effective Grants team

- Prepares agenda for weekly meetings of Grants staff
- Participates in internal review of Belcourt Brosseau Métis Awards applications
- Ensures annual revisions to relevant sections of the Foundation's process manual
- Assists with annual audit as requested
- Assists with preparation of grants section of annual T-3010A
- Contributes to equity strategy

Fulfills other duties as assigned related to Grants to meet ECFs vision, mission, and mandate for its granting activities

Role within 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 Grants Assistant should have some combination of the following:

- Experience successfully managing overlapping administrative tasks
- Accurately and effectively using databases and other software
- Working well with all kinds of people
- Working with volunteers
- Experience with the non-profit sector

Specific skills and should include strong oral and written communication skills in English; attention to detail; ability to accurately enter data and to effectively use database systems; excellent time management skills, organizational skills, and ability to set priorities; ability to work with a broad range of stakeholders; excellent computer skills, including knowledge of Word, Excel, email, internet, and ability to learn other complex computer programs; positive attitude towards meeting the needs of all stakeholders, including donors, grant recipients, and students; ability to positively contribute to a team environment; ability to maintain confidentiality.