

PROGRAM ADMINISTRATOR - GRANTS

The Foundation for Black Communities (FFBC) is Canada's first-ever philanthropic foundation dedicated to investing directly in Black-led, serving, and focused grassroots, non-profit and charitable organizations. FFBC exists to ensure every Black person in Canada can thrive and all Black communities have agency in defining their own future. We invest in change-making by working with Canadian philanthropic, political, and business partners to ensure that Black-led and Black-serving organizations have the sustained resources they need to make a meaningful Impact.

Opportunity Overview

The Program Administrator will be responsible for providing administrative support to the Community Impact Team, including acting as a point of contact, providing operational coordination, creating tools, systems and practices that facilitate the pre-application, application, and post-application stages of grant assessment and related administrative requirements. The Program Administrator will play a crucial role in ensuring the smooth operation of the grant programs by providing granting services support to internal and external stakeholders to ensure efficient delivery of FFBC'S grant making operation and programs.

Primary Responsibilities:

Development, Support, Triaging and Planning

- **Develop and implement efficient processes:** The Program Administrator will contribute to the procedures for managing the grant programs by utilizing existing administrative mechanisms, creating new and more efficient document retrieval processes, identifying areas to better streamline workflow and respond to internal and external requests for information.
- **Support grant applications:** The Program Administrator will serve as the primary point of contact for individuals or organizations interested in the granting process. They will provide guidance on application process, answer general inquiries, and maintain regular communications to keep applicants informed.
- **Coordinate community grant review process:** The Program Administrator will organize and facilitate the community review process for the grant applications. This involves establishing review committees, scheduling meetings, collecting feedback for reviewers and applicants and ensuring that evaluations are conducted fairly and consistently.
- **Maintain grant related documentation:** Accurate record keeping is crucial for grant administration. The Program Administrator will be responsible for managing all grant related documents including application reports and correspondence. They will maintain an organized system for easy access and retrieval of information.
- **Grant awards and management agreements:** The Program Administrator will work closely with the Community Impact and finance team to ensure accuracy in granting data and adherence to funding guidelines.
- **Providing ongoing support to the granting team:** The Program Administrator will assist with event planning and coordination, website management, as well as making adequate referrals to the Program Managers.

Stay updated on grant administrative best practices: The Program Administrator will stay informed about relevant regulations, policies, and best practice in grant administration. They will actively seek opportunities to enhance their knowledge and share insight with the team.

Skills/Experience/Education Requirements:

- 3+ years of administrative experience.
- Post Secondary education in business administration or not-for-profit management is ideal.
- Bilingual (French/ English) requirement.
- Prior experience working in grant administration or program management, preferably within a not-for-profit organization.
- Strong understanding of the grant process, including application review and reporting requirements.
- Above average proficiency in Microsoft Office 365 applications including, Word, Excel, Teams, SharePoint, OneDrive, PowerPoint, and Outlook.
- Excellent organizational skills with the ability to manage multiple tasks and prioritize effectively.
- Exceptional attention to detail and accuracy in managing grant related documentation and data.
- Strong written and verbal communication skills enabling effective communication with stakeholders.
- Proficiency in using grant management software or databases.
- Demonstrated ability to work collaboratively in a team environment.
- Proven ability to foster and maintain effective working relationships with internal and external contacts.
- Clear and concise verbal and written communication skills, including active listening skills.

Additional Competencies

- Self-awareness – Reflexive with reference to individual social location, power, and privilege, with a strong understanding of personal strengths and areas of growth.
- Emotional Maturity - Able to maintain composure under pressure and handle multiple priorities.
- Decisive -Takes a systems approach to solving problems and making decisions in collaboration with coworkers. Exercises excellent judgement.
- Bias for Action - Uses a proactive approach to act and achieve desired outcomes.
- Service Orientation - Focuses on grant seekers and other stakeholder experiences through interactions with the Foundation.
- Embraces Complexity – Seeks to learn from rather than manage complexity.
- Excellent Communication – Written and oral. Effectively informs, influences, and persuades others.

Salary

\$60,000.00 plus a comprehensive benefits package.

Location

FFBC seeks to build a team that is representative of Canada’s provinces and territories. Through our remote working policy there is an opportunity to work from home anywhere in Canada. If interested, please identify your requested location during the hiring process and we can discuss the conditions required under our policy.

How to Apply:

To apply please submit a cover letter and resume to hr@forblackcommunities.org. Submissions will be accepted until **3pm EST on, August 9, 2023**.

The Foundation for Black Communities is committed to the principles and practices of an inclusive and equitable process. Our goal is to be representative of the community we work with and encourage applicants from communities which are structurally marginalized. We sincerely thank all applicants however only those selected for an interview will be contracted.