



Program Coordinator

About Foundation for Black Communities

The Foundation for Black Communities is Canada's first-ever philanthropic foundation dedicated to investing directly in Black-led, serving, and focused grassroots, non-profit, and charitable organizations. Foundation for Black Communities exists to ensure every Black person in Canada can thrive and all Black communities have agency in defining their own future. We will invest in change-making, 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.

Position Overview

The Program Coordinator 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 Coordinator 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.

Responsibilities

Development, Support, Triaging, and Planning

- Develop and implement efficient processes: The Program Coordinator 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 responding to internal and external requests for information.





- Support grant applications: The Program Coordinator will serve as the primary point of contact for individuals or organizations interested in the granting process. They will provide guidance on the application process, answer general inquiries, and maintain regular communications to keep applicants informed.
- Coordinate community grant review process: The Program Coordinator 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 Coordinator 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 Coordinator will work closely with the Community Impact and finance team to ensure accuracy in granting data and adherence to funding guidelines.
- Provide ongoing support to the granting team: The Program Coordinator will assist with event planning and coordination, website management, as well as making adequate referrals to the Program Managers.
- Staying updated on grant administrative best practices: The Program Coordinator 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) is required





- 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.

Requirements

- Superb communicator with advanced writing skills
- Fluent Communication skills in English and French are required
- 5+ year direct grant making, program management experience
- Strong skills and experience in developing and implementing internal communications strategies
- Experience and comfort working in a public facing, high profile, live media environment
- Good understanding of provincial and municipal governance and legislative processes.





- Experience with project and vendor management.
- Continuous improvement lens applied to all work.
- Experienced operating in extremely fast paced environment with competing priorities and deadlines.
- Experienced and confident public speaker.
- Tact, diplomacy, political acuity, and problem-solving skills to manage contentious issues under pressure.
- Collaborative decision making and a strong client orientation to build and maintain relationships with a broad range of stakeholders and meet or exceed internal client needs
- Exceptional writing skills and ability to produce content quickly for executive communications and public consumption
- Comfortable working with executive leadership as well as strong leadership and people management skills

Salary

\$60,000.00 plus a comprehensive benefits package.

How to Apply:

To apply please submit a cover letter and resume to hr@forblackcommunities.org.

Applications will be received on an ongoing basis until positions are filled.

We appreciate the time and effort it takes to apply and thank you in advance however, only those selected for an interview will be contacted.

If you require accommodation measures during any phase of the hiring process, please notify us as soon as possible. All information received in relation to accommodation requests will be kept confidential.

