



## Job Description

### Administration and Grants Coordinator

**Reports to:** Executive Director

**Salary and Benefits:** \$30 - \$33/hour at 25-30 hours per week. Benefits package included.

**Term:** Permanent, part-time with potential for growth to full-time employment

**Location:** Yellowknife, NT (other Northern locations will be considered, and occasional remote work may be considered)

#### Our Vision

To be a catalyst for sharing, supportive, and connected communities.

#### Our Mission

The Yellowknife Community Foundation is a charitable organization that inspires and enables impactful giving in Yellowknife and the NWT. We strive to align donor interests and community needs through evidence-based grant-making, fundraising, strategic investment, public education, and community relations.

#### Our Principles

Generosity; Integrity, Learning; Equity, Diversity & Inclusion, Fiscal prudence

**Job Overview:** The Administration and Grants Coordinator plays a crucial role in supporting the operations of the Yellowknife Community Foundation. This position primarily focuses on; providing administrative assistance, coordinating grant and student award programs, and maintaining effective communication with stakeholders. The ideal candidate will possess excellent organizational and communication skills, attention to detail, and a passion for community development. Experience in the North preferred.

#### Responsibilities:

##### 1. Administrative Support:

- Manage day-to-day administrative tasks, scheduling meetings, and maintaining office supplies
- Assist in the preparation of reports, presentations, and other documents
- Maintain accurate records and databases, ensuring data integrity and confidentiality
- Coordinate logistics for events, workshops, and board meetings as required
- Support the foundation's staff and board team in their administrative needs

## **2. Communications Support:**

- Support in the development and implementation of the Communications Plan
- Assist in content development for social media and website
- Assist in the scheduling of communications material

## **3. Grant and Student Award Coordination:**

- Manage the foundation's grant and student award application process, including receiving and reviewing grant proposals and student award applications, coordinating the review committee activities, conducting due diligence, and verifying eligibility
- Communicate with grant applicants, providing guidance on the application process and answering inquiries
- Collaborate with the foundation's evaluation team to monitor and evaluate the impact of funded projects
- Maintain up-to-date knowledge of community needs and funding priorities to inform grant decisions
- Prepare grant agreements, track grant disbursements, and ensure compliance with reporting requirements
- Be the lead of the Grants Committee, including leading and coordinating meetings and preparing grant summaries and reports for Committee and Board approval

## **4. Stakeholder Relations:**

- Serve as a point of contact for grant applicants, grantees, and community organizations, fostering positive relationships
- Provide prompt and professional responses to inquiries, requests for information, and support
- Participate in community events and meetings to represent the foundation and build relationships with stakeholders

## **5. Database Management:**

- Utilize the foundation's grant management software to record, track, and report on grant activities
- Ensure accurate and timely data entry and management on YKCF's software system, including donor, fund holder, grantee and student award profiles
- Generate reports and analysis to support decision-making and provide accurate information to stakeholders

## **6. Other duties as may be assigned**

### **Qualifications:**

- Relevant work or education experience which may include a Bachelor degree or diploma in a related field
- Proven experience in administration, project coordination, or grant management, preferably in a nonprofit or foundation setting
- Excellent organizational skills, with the ability to prioritize tasks, manage multiple deadlines, and pay attention to detail
- Strong written and verbal communication skills, with the ability to interact professionally with diverse stakeholders
- Proficiency and aptitude in using office software (e.g. Microsoft Office)
- Experience in grant management databases an asset

- Experience in graphic design programs an asset
- Knowledge of the nonprofit sector, community development and the philanthropic landscape in Canada and the North
- Ability to work independently and collaboratively in a team environment
- Demonstrated commitment to ethical and accountable practices

#### How to Apply

Please send your CV and cover letter to Sophie Kirby, Executive Director at [sophie@ykcf.ca](mailto:sophie@ykcf.ca) by Wednesday, September 27<sup>th</sup>, 2023 at 5:00pm.