

POSITION IDENTIFICATION	
Position Title:	Partnerships and Granting Specialist
Department:	Pacific Institute for Climate Solutions
Reports to:	Director, Community Partnership
Number of Direct/Indirect Reports	Direct: 0                      Indirect: 0
Classification Level	GRANT FUNDED
Salary Range	\$80,000 to \$90,000

**DEPARTMENT SUMMARY**

The Pacific Institute for Climate Solutions (PICS) Partnerships and Granting Specialist position offers an exceptional opportunity to help grow one of BC’s premier climate institutes, and help catalyze diverse academic and community partnerships through program design and evaluation, and post-award project support that is focused on knowledge mobilization, engagement, and outreach.

PICS is a multi-university institute encompassing the four major research-intensive universities in British Columbia: University of Victoria, University of British Columbia, Simon Fraser University, and the University of Northern British Columbia. Our mandate is to co-produce leading research that is actively used our diverse network of partners to generate effective climate solutions. This position will contribute to an exciting renewal taking place at PICS.

**POSITION SUMMARY**

The Partnerships and Granting Specialist will cultivate, coordinate, and provide capacity for partnerships and projects to flourish and be successful. They will engage with a diversity of academic and community-based collaborators through the coordination and evaluation of PICS’ granting programs. While PICS’ granting portfolio is dynamic and will continue to evolve, the position will support a suite of newly designed and existing programs that are driving meaningful connections and climate solutions across BC.

The Partnerships and Granting Specialist will play a critical role in the success of PICS and its ongoing programs. Responsibilities will focus on partner networking, program design and renewal, the day-to-day oversight of existing and new granting programs, and creative opportunities for knowledge mobilization and communications regarding PICS initiatives and their impact. This portfolio of activities provides an interesting balance of: strategic program delivery and evaluation, relationship building and inter-personal interaction; and collaboration with the larger PICS team that allows the Lead to actively work across the PICS “knowledge to action” value-chain.

As a member of the PICS team, the Partnerships and Granting Specialist will work under the supervision of our Director Emily MacNair and will be an integral member of the PICS team, participating in team meetings and initiatives. This position can either be based at the University of Victoria or remotely anywhere in B.C. provided the successful candidate has access to high-speed internet and phone services.

**KEY RESPONSIBILITIES AND EXPECTATIONS (identify 3 to 5 key responsibilities and expectations for each)**

Key Responsibilities. Expectations: % of time	
Partnership facilitation and knowledge mobilization (40%)	<ul style="list-style-type: none"> <li>• Lead partnership development and networking for a portfolio of funded projects and initiatives, which will include outreach with researchers, students, and a larger network of community, government, Indigenous and other organizations working on climate action</li> <li>• Serve as primary contact for grant applicants and funded project leads</li> <li>• Expand linkages, relationships, and joint activities between PICS programs and related initiatives (PICS universities, potential co-funders, etc.</li> <li>• Collaborate with PICS communications and engagement staff to identify knowledge mobilization opportunities</li> <li>• Support coordination between PICS and project leads for knowledge mobilization</li> </ul>
Grants management (40%)	<ul style="list-style-type: none"> <li>• Coordinate grant application intakes including communication with potential applicants and filing of applications</li> <li>• Coordinate grant application review processes and logistics</li> <li>• Conduct in-depth review and assessment of small grant applications</li> <li>• Track project communications and deliverables through internal (PICS) systems</li> <li>• Support applicants with effective reporting</li> <li>• Review project reports and enter relevant data into tracking systems</li> <li>• Conduct periodic reviews of program performance including analysis of project metrics and outcomes</li> </ul>
Grant program enhancement and development (20%)	<ul style="list-style-type: none"> <li>• Analyze granting programs to identify opportunities to strengthen impact, including integrating feedback received from applicants/project leads</li> <li>• Lead program reviews and performance evaluations</li> <li>• Develop supplemental resources to support applicants and/or program participants</li> <li>• Provide input into new and evolving grant programs</li> </ul>

SUMMARY OF QUALIFICATIONS:
<p>This position requires a minimum of five years of experience with a granting organization and/or in a role with strong research and project management elements. A master’s degree and experience working in the climate, environment, and sustainability fields is considered a strong asset.</p> <p>Additional experience includes:</p> <ul style="list-style-type: none"> <li>• Direct experience and demonstrated expertise in service delivery in the not-for-profit sector</li> <li>• Multi-year experience with granting either within a granting organization or within a project management role</li> <li>• Experience building and supporting partnerships and networks with preference for experience working with some combination of researchers, government/s, Indigenous organizations/First Nations, and NGO organizations</li> <li>• Experience in developing supports and resources for applicants and grantees, as well as knowledge mobilization</li> <li>• Experience reviewing project budgets and tracking project expenditures</li> </ul>

Knowledge requirements include:

- Knowledge of project management and processes for project assessment (for granting decisions) as well as project evaluation (upon completion)
- Broad knowledge of climate change issues with preference for formal education in this area
- Fluency in variety of software and programs including (MS Word, Excel, Outlook, and client management systems, etc.)

Competencies include:

- Excellent analytical, critical thinking, and problem-solving skills
- Superior organizational skills and the ability to pay close attention to detail
- Strong interpersonal communication abilities
- Good written and communication skills, ability to present difficult concepts to both specialist and generalist audiences
- Highly motivated, creative, and self-starter