

## JOB DESCRIPTION

### COORDINATOR, GRANTS

**Reports to:** Program Manager, Grants

**Working Conditions:** Full-time, Monday-Friday, with occasional evening and weekend work. This position is remote and may be based anywhere in Canada.

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#### POSITION SUMMARY:

Reporting to the Program Manager, Grants, the Coordinator, Grants plays a key role in supporting the delivery and administration of national grant programs. This position helps strengthen Food Banks Canada's network by coordinating grants and program activities, working closely with provincial associations, affiliated food banks, and other stakeholders to ensure smooth and effective program implementation.

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#### RESPONSIBILITIES:

The Coordinator, Grants will work in the following areas while supporting the Grants team:

- Assist with the administration of national grant programs, including administering applications and providing support through Food Banks Canada's grant portal (SurveyMonkey Apply)
- Gather and save photos, quotes, and impact reports that are relevant to the grant outcomes from SMAApply and complete general data entries
- Lead the follow up process with grant recipients to ensure timely completion of all grant-related requirements, including signing Grant Agreements, submitting quotes or supporting documents, and providing required reports in compliance with grant guidelines
- Collect and organize data across all grant programs to support monitoring, reporting, and continuous improvement, including information for donors, partners, and other stakeholders
- Assist the Program Manager, Grants in building and maintaining strong relationships with the network and program partners by preparing for and participating in meetings with food banks, provincial associations, and other stakeholders, and ensuring prompt follow-up
- Work collaboratively with the Grants team to support the delivery and coordination of program activities and timelines
- Other administrative tasks and duties assigned

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#### CORE COMPETENCIES:

1. **Relationship Building & Collaboration:** *Builds effective relationships and cooperates with internal and external stakeholders to strengthen Food Banks Canada's culture, support diversity and inclusion in the workplace, and achieve shared goals.*

##### **Behavioural Indicators:**

- Treats others professionally and respectfully
- Develops rapport and works well with immediate teammates
- Shares information with teammates to facilitate effective working relationships
- Utilizes self-awareness and self-regulation to identify and manage own emotions
- Interacts with others with kindness and empathy

- Demonstrates openness to receiving feedback from others, including critical feedback
- Demonstrates cultural sensitivity and a commitment to diversity and inclusion within the organization

**2. Commitment to Results:** *Demonstrates commitment to Food Banks Canada’s mission and purpose, uses effective planning to determine the steps needed to achieve results, and is accountable to following those steps to reach goals.*

**Behavioural Indicators:**

- Completes job-specific duties to the expected standard
- Demonstrates motivation to achieve outcomes and goals that have been set for them
- Follows the steps needed to achieve individual goals
- Manages priorities and time effectively to meet deadlines, focusing efforts on what is important
- Demonstrates self-awareness of one’s own performance and asks for help if falling short of expected result

**3. Flexibility & Adaptability:** *Easily adapts to different conditions and scenarios within one’s role and the organization and demonstrates openness to new ways of doing things.*

**Behavioural Indicators:**

- Shows willingness to learn new methods and procedures
- Maintains a positive mindset when faced with new or changing situations
- Shifts approach in response to unique situations
- Asks questions and clarifies information in order to understand changes

**4. Problem Solving & Judgement:** *Assesses situations, analyzes information, and uses sound judgment to find solutions to issues and mitigate risk, soliciting input from others where appropriate.*

**Behavioural Indicators:**

- Identifies and responds to problems with a focus on finding a solution
- Uses sound judgement when making decisions
- Identifies potential risks and brings it to the attention of their supervisor before making a decision
- Weighs available information and seeks out more information as needed to choose the best way forward
- Recognizes when to escalate an issue and ask for help with problem solving

**5. Communication:** *Listens actively and clearly conveys information and ideas verbally and in writing, in a professional and respectful manner, to ensure mutual understanding.*

**Behavioural Indicators:**

- Shares information and ideas effectively to maintain workflow
- Speaks to team members and clients respectfully
- Listens attentively and asks follow-up questions to gain an understanding of information being shared by others
- Conveys information clearly in writing
- Communicates information effectively by email and other electronic means

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**KNOWLEDGE, SKILLS & ABILITIES:**

- Excellent written and verbal communication skills and knowledge of donor reporting
- Familiarity with basic budgeting and financial record-keeping to support program administration

- Strong customer service skills and relationship building experience
- Proficiency in Microsoft Office applications and exposure to grant software and database systems an asset
- Supportive team player with a strong attention to detail
- Clear, professional, and warm communicator
- Superior listening skills and customer service skills with the ability to interpret the concerns and interests of diverse groups of stakeholders
- Effective interpersonal skills and success in working in a team environment
- Highly motivated and a self-starter
- Demonstrated experience developing and implementing large projects with multiple stakeholders
- Problem solver and professionally curious with a strong interest in the mission of Food Banks Canada
- Project coordination and issue management skills; ability to effectively manage multiple projects, deadlines, and priorities
- Strong human relationship skills, including demonstrated sensitivity and diplomacy in dealing with individuals, including those that may be in distress
- Committed to the organizational vision of a Canada where no one goes hungry
- Bilingualism (English/French) is a strong asset

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#### **EXPERIENCE, EDUCATION & QUALIFICATIONS:**

- Completion of a post-secondary college diploma program or equivalent in business, administration, or a related field
- Minimum two (2) years professional experience
- Experience assisting with programs involving multiple stakeholders, with the ability to help coordinate tasks, timelines, and priorities.
- Experience supporting granting programs funded by the Government of Canada is an asset
- Experience administering grants in SurveyMonkey Apply for Grantmakers is an asset

This job description is provided to capture the primary components of this role. It is not meant to be an exhaustive list. An individual may be required to perform other tasks which may not be listed but are consistent with the general intent of this role.

From time to time, Food Banks Canada **may** make changes to this job description. Reasons for such changes include, but are not limited to, changes in business processes and practices, technology changes, legal requirements, network feedback, or changes to organization structure and reporting relationships.