



Grants and Contract Coordinator Job Description

The Grants and Contract Coordinator will be responsible for the overall management of funding grants and contracts of the Downtown Eastside Women's Centre (DEWC). She will plan, develop, and administer a diverse range of funding contract activities to increase funding sources including from foundations, corporations, and government granting agencies.

Reporting directly to the Executive Director, the Grants and Contract Coordinator will pursue funding opportunities to support the services, programs and project work and that reflect the mission and statement of principles of the society. She will work from a feminist perspective and within an anti-oppression framework.

Fund Development

Prepares and submits grant and contract renewal applications

Researches, and follows-up with foundations, corporations, government agencies, and other community groups to identify and evaluate potential funding sources.

Researches and submits applications for new funding opportunities that are in line with the DEWC strategic plan and program needs, including from government, foundations, corporations, and other community groups.

Manages and maintains all aspects of DEWC contracts including, liaising with program managers, submitting required reports, preparing contract work plans, and up-dating files.

Administration

Ensures that contract files and data base are kept up to date

Ensures timely submissions of all funding reports and communications

Prepares internal and external communication relating to grants and contracts including submissions to the Annual report

Maintains and updates a grant application and reporting schedule calendar

Maintains and updates grant and contract information within the donor software

Attends Board and committee meetings as required

Prepares reports and updates to the Executive Director, and Board of Directors

Financial

Works with the Executive Director to develop an Annual Operating Budget

Reviews financial statements to ensure funds are expended in accordance with the funding agreements and annual budgets.

Ensures the society reports are completed within the allotted deadlines and are reviewed with the Finance Committee

Liaises with the Centre's Auditor regarding funding contracts

DEWC Programs

In collaboration with the management and staff teams, reviews Centre programs and services to ensure they meet policy guidelines, funding contracts, and reflect established priorities.

Qualifications required:

- 3 - 5 years experience in non-profit fund development as well as grant writing and administration
- Knowledge of non-profit financial and account operations including budget creation
- Must have a strong working knowledge and analysis of the issues impacting women in the dtes, including violence against women, mental health, homelessness, and addictions
- Candidate must work from strong feminist analysis and within an anti-oppression framework
- Efficient organizational skills including record keeping, scheduling, and problem-solving abilities
- Demonstrated administrative skills, including report writing
- Strong conflict resolution skills and practice
- Demonstrated crises intervention training and experience
- Excellent communication skills required, including the ability to work in a respectful and cooperative manner with co-workers, and centre members
- Ability to work within a chaotic environment and with a diverse community of women
- A First Aid certificate is required
- Candidate must undergo a criminal record check
- Women with addiction issues need to be at least 2 years clean and sober

Position reports to: Executive Director