



Metis Settlements General Council

## **GRANT MANAGER (2 POSITIONS AVAILABLE)**

### **EMPLOYMENT POSTING (Temporary Full-time)**

**DATE POSTED:** May 6, 2024

**CLOSING DATE:** Open until suitable candidates are found.

**WAGE RANGE:** \$50,000-\$60,000

**CONTRACT PERIOD:** June 1, 2024 to March 31, 2025

Metis Settlements General Council (MSGC) is the collective voice that advocates for the land and rights of the Metis Settlements people in Alberta.

The eight Settlements communities steward 1.25 million acres of land connected by the vision for self-government and self-determination. The first and only Metis self-government in Canada, recognized constitutionally as a distinct and protected people, the Metis Settlements are a vital and rich part of our Canadian cultural identity.

#### **Overview:**

MSGC is seeking two dedicated and detail-oriented individuals to join our team as a temporary full-time team member working from MSGC's office in Edmonton (contract ending March 31, 2025).

In this role, you will be responsible for managing the grant application process, cultivating relationships with funding organizations, and ensuring compliance with grant requirements. The ideal candidate will have a strong understanding of grant processes, excellent communication skills, detailed project management, and the ability to work both independently and collaboratively.

#### **Key Responsibilities:**

*1. Grant Research and Identification:* Conduct research to identify potential grant opportunities that align with the MSGC's central government responsibilities, Settlement needs, and MSGC programs. Keep abreast of grant trends, deadlines, and funding priorities.

*2. Grant Proposal Development:* Collaborate with MSGC Executive, program managers, Settlement leaders, and other staff to develop compelling grant proposals, ensuring alignment with the organization's strategic objectives. Write and edit grant proposals, budgets, and supporting materials in accordance with funder guidelines.

3. *Grant Application Management*: Manage the entire grant application process, including preparing and submitting grant applications within deadlines. Coordinate with internal stakeholders to gather necessary information and documentation for grant submissions.

4. *Relationship Building*: Cultivate and maintain relationships with funders, including foundations, corporations, and government agencies. Potentially attending networking events, conferences, and meetings to identify potential funding opportunities and build rapport with funders.

5. *Grant Compliance and Reporting*: Monitor grant compliance requirements and ensure that all grant activities adhere to funder guidelines and regulations. Prepare and submit timely progress reports, financial reports, and other documentation as required by grant agreements.

6. *Grant Tracking and Evaluation*: Maintain accurate records of grant submissions, awards, and outcomes using appropriate database systems or software. Track grant-related expenses and monitor budgetary allocations to ensure funds are used effectively and efficiently. Work with finance team to communicate payment information and verification for grant agreements, and produce reports on grants information as requested.

7. *Internal Collaboration*: Collaborate with MSGC and Settlement staff, finance members, and other departments to integrate grant activities into overall organizational planning and operations. Provide guidance and support to colleagues involved in grant-funded projects.

#### **Qualifications:**

- Bachelor's degree in a relevant field such as business management, public administration, communications, or a related field.
- At least 3-5 years of experience in grant writing, grant management, or fundraising within the non-profit sector.
- Knowledge of the Métis Settlements governance and administrative structures is an asset.
- Strong written and verbal communication skills, with the ability to craft compelling grant proposals and reports.
- Excellent analytical and organizational skills, and high level of attention to detail with the ability to manage multiple deadlines and priorities simultaneously.
- Experience preparing and reviewing financial reports.
- Ability to design and implement effective workflow processes and procedures.
- Knowledge of grant research techniques, funding sources, and grant management best practices.
- Proficiency in Microsoft Office Suite and experience with grant management software or databases.
- Ability to work independently with minimal supervision, as well as collaboratively within a team environment.
- Commitment to the MSGC's mandate and values, with a passion for making a positive impact for Settlement members.

#### **Benefits:**

- Competitive salary commensurate with experience
- Meaningful work in a collaborative and supportive environment dedicated to social change.

**Reporting:**

This position will report to MSGC's Executive Director but will work collaboratively with team members across the organization, including MSGC's Executive.

**Application Process:**

Please submit a resume, cover letter, and writing sample (such as a grant proposal or report) detailing your relevant qualifications and experience.

References will be requested at a later stage of the selection process.

We welcome applicants of all backgrounds and identities to apply.

The posting will remain open until the position is filled.

Please submit your cover letter and resume electronically to:

**ATTN: Hiring Manager**

**Email : [cao@msgc.ca](mailto:cao@msgc.ca)**

**Phone : 780- 822-4096**

**We thank all candidates for your interest; however, only those selected for an interview will be contacted.**