



**TITLE:** Grants Coordinator  
**POSITION STATUS:** Full-time, Permanent Employment  
**REPORTS TO:** Programs Manager  
**SALARY:** \$54,000 - \$63,000 (under review)  
**POSTING DATE:** 18 November 2022  
**CLOSING DATE:** 5 December 2022  
**TARGET START DATE:** Dec 2022 - Jan 2023

### **ORGANIZATIONAL OVERVIEW**

The Edmonton Heritage Council (EHC) is a not-for-profit organization that connects people to the stories of our city through our leadership, support, and programs. We do this by helping Edmontonians research, preserve, interpret, and advocate for their heritage.

### **POSITION SUMMARY**

EHC is currently recruiting for a Grants Coordinator to maintain our vibrant Heritage Community Investment Program (HCIP). The Grants Coordinator oversees the day-to-day administration of HCIP. This role serves at the intersection of: EHC's programs; Edmonton's diverse communities and neighbourhoods; and our relationships with individual practitioners, volunteers, and organizations.

The Grants Coordinator supports EHC in carrying out our mission, and advancing our current strategic priorities, detailed in [Connections & Exchanges: A 10 Year Plan to Transform Arts & Heritage in Edmonton](#):

- Conditions are in place to remove barriers for all Edmontonians to participate in heritage experiences.
- New and existing heritage organizational capacity enables innovation and builds resilience in the sector.
- Heritage leaders are actively engaged in civic planning and implementation.
- Dynamic exchanges of ideas and expertise occur between Edmonton's heritage sector and the world.
- Diverse platforms for collaboration exist within Edmonton that allow heritage communities to connect, create, and collaborate.
- Edmonton's neighborhoods come alive with meaningful and relevant opportunities for heritage participation and engagement.
- Heritage practitioners (sector, organizations, individuals) are economically resilient.
- Edmontonians have a sense of belonging and connectedness to the people, places, and stories of their city.

### **KEY RESPONSIBILITIES AND DUTIES**

#### **Community Relations:**

- Provide information and recommendations to support applications in development
- Respond to inquiries

- Work with the Community Engagement Coordinator to increase the reach of the grants program
- Participate in the grants sector community of practice
- Collaborate with Communications Coordinator on program public messaging
- Write copy for public promotion of grant program

**Program Development:**

- Assess and implement areas for improvement as identified from frontline program delivery, participant feedback, and ongoing sector scanning
- Recommend and lead implementation of improvements
- Develop new streams and sub-streams as required to meet strategic objectives

**Manage Peer Review Process:**

- Recruitment, selection, and training of jurors and jury chairs
- Orientation of jury chairs
- Preparation, planning, and facilitation of jury meetings

**Administrative Application Process:**

- Respond to inquiries at all stages in the process, coaching applicants to improve their application
- Receive and process applications
- Monitor progress of successful grant projects
- Prepare and send grant notifications and Letters of Agreement to applicants

**Reporting:**

- Prepare reports to Board of Directors on jury recommendations
- Prepare report to City of Edmonton on Operational Grant recommendations

**Records Management:**

- Documenting full-cycle grant process.
- Maintaining paper and electronic files
- Form development

**QUALIFICATIONS**

- Demonstrated experience and success working with communities in program support, community development, and/or outreach.
- Familiarity with and understanding of issues facing marginalized communities and equity-seeking groups.
- Experience developing cultural and heritage-based programs that support community-driven heritage work.
- Knowledge and understanding of the City of Edmonton's Indigenous Framework.
- Experience and education in a relevant field preferred.
- Strong communication skills, both written and oral.
- Project Management experience with meticulous attention to detail, process, and documentation.
- Excellent time management skills.
- Ability to learn and adhere to established processes, as well as develop new processes as required.
- Familiarity with Microsoft Office Applications (Windows and Mac OS).

- Working experience with database systems preferred (i.e. CRM systems).

**Work Environment**

EHC has moved to a hybrid operational model through the COVID 19 pandemic, with a balanced work-from-home and office schedule. During the initial orientation period, more time in office may be required. There is regular contact with stakeholders and the public through digital platforms, and on occasion at the EHC office and around Edmonton. This position will involve occasional evening and weekend work.

**Physical Requirements**

There are minimal physical requirements such as occasional setting-up of table and chairs for meetings, moving boxes of meeting-related items in and out of vehicles, and traveling off-site to other locations.

Please email resume and cover letter as a single PDF attachment by 9:00 AM on Monday, 5 December 2022 to: Mary Schuurman, Operations Manager at [mschuurman@edmontonheritage.ca](mailto:mschuurman@edmontonheritage.ca).

**As an equal opportunity and inclusive employer, EHC welcomes applications from all qualified individuals. We thank all applicants in advance, however, only candidates selected for an interview will be contacted. Please expect initial contact within two weeks of the closing date.**