



Grant Manager (Economic Development), Community Initiatives Job Posting

Position Summary

We are seeking a Grant Manager to join the Community Initiatives Team. This position provides strategic direction for and direct engagement on achieving the goals of the Foundation related to economic development grant making and capacity building. This position reports to the Director, Community Initiatives (Grants).

The Canadian Women's Foundation is a national leader in the movement for gender equality in Canada. Through funding, research, advocacy, and knowledge sharing, the Foundation works to achieve systemic change that includes all women. By supporting community programs, the Foundation empowers women and girls to move themselves out of violence, out of poverty, and into confidence and leadership.

Launched in 1991 to address a critical need for philanthropy focused on women, the Canadian Women's Foundation is one of the largest women's foundations in the world. With the support of donors, the Foundation has raised more than \$130 million and funded over 2,500 programs across the country. These programs focus on addressing the root causes of the most critical issues and supporting women and girls who face the greatest barriers.

We strongly encourage applications from women, Two Spirit, trans, and/or non-binary people who identify as Black and/or racialized, First Nations, Métis, and Inuit, those living with disabilities, and/or Two-Spirit, lesbian, gay, bisexual, trans, queer, questioning, intersex, pansexual, androgynous, and asexual (2SLGBTQI+) peoples.

Key Duties and Responsibilities

- Take a lead role for Economic Development areas of grant making, demonstrating particular experience in approaches to achieve economic justice for women and gender-diverse people.
- Coordinate grants streams including criteria development, grants intake, grants selection in collaboration with volunteer advisory committees, and maintain ongoing grantee relationships.
- Develop a capacity building plan for Economic Development grant stream and execute learning components through in-person and online forums, including grantee meetings, communities of practice, as well as regional and national meetings.

- Help manage the evaluation process of the program by hiring third party evaluators and working with them throughout the project. Ensure appropriate data collection and contribute to evaluation processes to capture knowledge on impact.
- Collaborate with internal departments to identify key trends, promising practices, and strategies to address systemic issues.
- Provide additional input to fundraising on proposals, supplying knowledge on key issues, supporting donor engagement and suggesting future opportunities
- Provide input for marketing and communication on key issues, story ideas, and direction. Be trained and ready to act as spokesperson for the Foundation as needed.
- Participate in external events, present learning, interface with partners, and manage external relationships related to economic development initiatives.

Must Haves:

Education:

University degree in related field (management, public policy, social sciences or humanities) or an equivalent combination of education, training, and expertise.

Experience:

Minimum 3 years' experience working on gender equality issues in the economic development or related community sector.

Skills:

- A strong intersectional lens and gender-based analysis and knowledge of economic development issues affecting diverse women and girls and trans, Two-Spirit, and non-binary people in Canada
- English/French capacity for communications with applicants and grantees.
- Demonstrated project management skills, with ability to manage multiple projects with varied stakeholders.
- Solid presentation skills and experience in developing and designing learning forums, both in person and online.
- Strong communication skills, including superior writing and oral presentation skills.
- Ability to travel from time to time within Canada.

Nice to Haves:

- Good knowledge (including direct experience) on how to integrate intersectional approaches into programs and service delivery models.
- Familiarity and background in participatory grant making and working with charitable and non-profit organizations focused on gender equality, nationally.
- Creative, strategic, solution-focused management style with proven ability to handle multiple projects and stakeholders.



- Good judgement and flexibility, with ability to work independently and manage different functions to support a diverse team, promoting and developing teamwork and mutual respect.
- Ability to identify potential partnership, leadership and advocacy opportunities for the Foundation.
- Based in Toronto.

Expectations and Conditions

The chosen candidate will be able to start work immediately and would complete a six-month probation period.

Compensation

The salary range for this position is \$55,000 to \$75,000. Comprehensive health and dental benefits, long-term disability insurance and RRSP contributions are included, as well as professional development opportunities.

NOTE: This is a full-time permanent position.

HOW TO APPLY:

Please submit:

- A one-page cover letter outlining why you want to be part of the Canadian Women's Foundation and briefly summarizing your key skills and relevant experience.
- A resume that provides an overview of your work, education, and volunteer experience.

The deadline for submission is 5:00 PM PST on September 19, 2022. Please email the document to humanresources@canadianwomen.org and indicate "Manager, Economic Development" and quote reference number "CI-026" in the subject line.

The Canadian Women's Foundation is strongly committed to equity in employment and seeks to attract, select, and hire a diverse team with a high level of professional skills, passion for and belief in our vision and mission. If comfortable, we encourage candidates to share information about their identities, lived experiences, and the communities they are part of in their covering letter.

We thank all applicants for their interest; however, only those selected for a first interview will be contacted. We anticipate 2 rounds of interviews before the successful candidate is selected.