



## **Grants and Office Administrator: Part-time Contract**

The Guelph Community Foundation is a leader in the charitable sector, through donor engagement and effective granting we build community. The Foundation is looking for an energetic, conscientious, and detail-oriented individual who enjoys making a difference, being part of a team, takes pride in their work and likes a fast paced, all-hands-on-deck workplace. This part-time role is a one-year contract commencing September 1<sup>st</sup>, 2023. Working in a hybrid office environment you will be fully engaged and busy from the first day and we guarantee there will never be a dull moment.

The ideal candidate will be key to keeping the office and systems running smoothly and efficiently. This individual is often the front line of contact and works with donors, charitable organizations, and Foundation volunteers. The role reports to the Executive Director Oversight and Implementation and provides administrative support to the whole team.

### **REQUIREMENTS/QUALIFICATIONS:**

- You will have experience within the charitable sector
- Requires strong communication skills, both verbal and written, organizational skills, both analytical and problem solving, and the ability to work with confidential documents.
- Must be highly resourceful and a confident independent worker
- Post secondary education in administration or related discipline
- Excellent computer skills are required. The successful candidate will have considerable practical experience with Excel, Word, Outlook, Adobe and database management. (Foundant software knowledge an asset)
- Ability to juggle multiple projects and achieve deadlines with superb accuracy
- Experience working with volunteers, familiarity with Board of Directors is preferred
- Attendance will be required for some scheduled committee meetings outside of regular office hours
- Knowledge of The City of Guelph and Wellington County is an asset

### **Position Overview:**

#### **Grants Coordinator**

- Lead the roll out of the four annual granting streams and any additional granting programs
- Manage the granting management software to update process for each granting stream
- Connect with local funders and other Foundations on current grant trends, needs and best practices
- Communicate and assist applying organizations through the grant process
- Continually seek improvements to the current processes and forms through a Trust Based Philanthropy lens
- Promotion of the grants across the community and seek out new organizations to invite to apply
- Assist with the liaison of grant applicants; mail appropriate materials and follow

#### **Office Administration**

- Manage office space and equipment including supply orders, key logs and facility rentals
- Maintain Foundant database systems (GLM and CSuite) to ensure the integrity of profile data for CRM and granting purposes

- Responsible for preparation of meeting packages, minute taking, and arrangements for Board of Directors and other Foundation Committees specifically Grants committee, Administration and Human Resource committee
- Calendar management for team and committee meetings
- Investigate and implement operational process improvements and cost efficiencies when required

#### **Volunteer Management**

- Support the more than 50+ of GCF volunteers, including the Board of Directors
- Promotion and recruitment of volunteers and documentation of their engagement
- Assist in proper onboarding and committee training and documentation
- Co-ordinate and provide leadership to volunteer office staff in support of strategic priorities
- Schedule and organize the majority of The Foundation's volunteer committees and working groups meetings and communications
- Plan the volunteer appreciation events, such as the summer and winter social
- Support Marketing and Stewardship Officer with Spirit of the Season event planning volunteer management

We offer attractive, hourly compensation, a flexible work week. **This Part-time position is a one-year contract at 24 hours per week.** Pay range will be between \$25 -\$28/hr depending on experience. This position is covered by legislated benefits [EI, CPP, vacation pay of 4%] and all statutory holidays.

**Due to the anticipated volume of responses, we will contact only those candidates who most closely match our requirements.**

*Please send your resume and cover letter to [admin@guelphcf.ca](mailto:admin@guelphcf.ca) by August 18<sup>th</sup>, 2023*

The Guelph Community Foundation is committed to including equity and diversity in its practice by being responsive to individuals' needs, and deliver equitable outcomes for all, regardless of their aboriginal status, race, colour, culture, ethnicity, language/linguistic origins, ability, socio-economic class, age, ancestry, nationality, religion or faith, sex, gender (identity & expression), sexuality, sexual orientation, mental or physical condition, family status, residency/migration status in Canada and all other forms of oppression that a person may experience.

The Guelph Community Foundation is an equal opportunity employer who values the diversity of individuals in our programs and services. If at any stage in the selection process you require special accommodation, please let us know the nature of the required accommodation.