

At the Gwaii Trust Society, we believe in the power and value of diversity. We take pride in the culture we're cultivating within our organization as we celebrate the differences that bring us closer together. Gwaii Trust is an equal-opportunity employer and encourages Indigenous peoples and the members of other equity-seeking groups to apply.

The Gwaii Trust Society is a non-profit society that owns and manages a multi-million-dollar perpetual fund for the benefit of all the people of Haida Gwaii. The fund generates investment income, and the Society distributes part of that income every year through a variety of grant programs. More information on Gwaii Trust can be found on our website: www.gwaiitrust.com.

Position Summary

Position type: Full-time permanent 35 hours per week. Two positions available, ideally one for each office

Location: Skidegate or Old Massett office

Salary range: \$57,970 - \$68,200

Deadline to apply: April 29, 2024, 11:59 pm

The Gwaii Trust Society is looking for a highly motivated, detail-oriented professional to support the grant-making process. The right candidate has strong writing and interpersonal skills underpinned by an understanding of administrative practices, workflows, and customer service.

The Community Grant Specialist is the primary point of contact between grantees, applicants, potential applicants, and the Gwaii Trust Society. Reporting to the Chief Operations Officer, the Community Grant Specialist manages the entire grant process from the initial application to the closing of the grant, ensuring compliance with Gwaii Trust policy, accounting standards and legal requirements for all grants under their management.

Primary Responsibilities

Community relations

- Respond to enquiries regarding Gwaii Trust grant criteria, deadlines, and other questions about the programs managed.
 - Explain grant eligibility and processes and the priorities and policies of the Trust clearly and accurately.
 - Provide information during the pre-application phase, guiding potential applicants towards the appropriate Gwaii Trust grant(s) and providing advice on how to meet application requirements. Offer support with applications, as necessary.
 - Act as the point of contact throughout the lifecycle of the grant.
 - Attend Gwaii Trust and public events acting as a Gwaii Trust ambassador by promoting its programs through presentations and staffing information booths as needed.
 - Solicit feedback from applicants and grantees on Gwaii Trust's grant-making and payment processes and bring recommendations for improvements forward to the COO and Board of Directors.
-

Grants administration

- Lead the application review and clarification process with applicants to deliver complete applications to the appropriate Board or committee.
- Effectively manage the granting cycle through the grant management system processes.
- Communicate funding decisions to applicants in writing. As needed, provide feedback on funding decision outcomes and conditions in writing or verbally.
- Prepare grant payments in accordance with funding disbursement policy, bringing any exceptions to policy requests to the COO for approval or referral to the Board of Directors
- Act as the main point of contact throughout the lifecycle of the grant. As needed, facilitate the connection of grantees to other Gwaii Trust team members.
- Monitor grants to ensure timely submission of grantee reports, claims, and change requests.
- Lead the review, clarification, and approval of grant payments in accordance with funding disbursement policy.
- Lead the project de-commit process for grants that are past their completion date.
- Manage the change requests process through the grant management system.
- Maintain grant file systems including paper, digital, and the grant management system.
- Continuously assess and propose improvements to enhance the efficiency of the Trust's grantmaking effectiveness.
- Perform site visits and report the outcomes to the Chief Operations Officer and the Board.
- Identify any new risks, challenges, or opportunities for the attention of the Chief Operations Officer.
- Administers the grants management system. Using the Foundant platform updates and maintains all aspects of the system. Proactively problem-solving challenges, working with Foundant with the aim of continuous improvement of the functionality and user experience of the system.

Record Keeping and Filing:

- Create and maintain files for projects once approved.
- Maintain active paper and electronic project files, ensuring files are organized and complete.
- Create and manage the active projects database.
- Ensure own internal and external paperwork is filled out accurately and completely.
- Review requests for payment and supporting documentation within three weeks and if complete, ensure payouts are processed within four weeks.

Board Relations:

- Attend Board meetings as needed and requested.
- Prepare reports for programs managed for presentation to the Board of Directors as needed and requested.
- Provides input to the Board of Directors, through the Chief Operations Officer, on any recommendations for annual grant changes or when requested.

These duties are not exclusive but representative of the job position.

Qualifications

Education, Certification and Experience

- A post-secondary certificate or bachelor's degree is preferred.
- Class 5 or 7 driver's license.
- Experience working with members of the public.

- Experience working with budgets and payment policies.
- Experience with project management or grant administration experience is an asset.

Knowledge, Skills, and Abilities

- Well-developed communication and interpersonal skills.
- Well organized and proactive with strong attention to detail, proven time management skills and the ability to adjust priorities as needed.
- High level proficiency in Microsoft Office applications is required.
- Excellent client service skills. Friendly, positive, responsive, professional, and helpful.
- Ability to interpret and apply policy.
- Strong writing skills
- Ability to exercise a high degree of professionalism and confidentiality.
- Ability to work independently with minimal daily supervision and within a collaborative team framework.
- Committed to Gwaii Trust's vision to advocate and support an Islands community characterized by respect for cultural diversity, the environment, and a sustainable and increasingly self-sufficient economy.

Working Conditions

Work is performed primarily in an office environment based out of the Gwaii Trust offices. Occasional weekend and evening work and travel between Skidegate and Old Massett offices to attend meetings or training is required.

Salary and Benefits

- Salary range between \$57,970 - \$68,200, working 35 hours a week.
- Full suite of benefits including paid vacation and sick leave.
- Employer paid medical, dental, and health spending account.
- Employee Savings Plan with employer matching.

Please submit a resume and a cover letter via email to latasha.williams@gwaitrust.com no later than April 29, 2024, at 11:59 pm.