



FUNDING FEMINIST FUTURES.
Suite 600 - 123 Slater Street | Ottawa, ON | K1P 5H2
Tel: 1-855-640-1872 | E-mail: hello@equalityfund.ca
Website: equalityfund.ca

Position: Grants Administrator

Status: Full time, permanent

Reports to: Manager, Global Programs

Language(s): English and French required, Spanish and/or Arabic an asset

Location: Ottawa, ON, Canada

Deadline for Applications: November 8, 2019 by 5:00 pm EST

BACKGROUND

This is a historic moment in the global fight for equality. Women's organizations and movements in Canada and around the world are on the frontlines of change—holding the line, demanding equality and driving transformation. The opportunity has never been greater to boldly invest in their brave work to build a more equal world together.

The **Equality Fund** is a groundbreaking collaboration that will deliver new momentum for women's movements across the globe. The Equality Fund (formerly The MATCH International Women's Fund) will drive the cultural, economic and political changes required to make global gender equality a reality. We will shift power and resources to local organizations and leaders on the frontlines of building and sustaining a more gender equal world. We will mobilize philanthropic and investment capital, in Canada and beyond, and build a brighter, more equitable future for everyone, everywhere. Welcome to the Equality Fund.

The Equality Fund is made possible in partnership with the Government of Canada.

THE OPPORTUNITY

We are recruiting a **Grants Administrator** to support the fast paced and growing work of the Programs team. The incumbent will be responsible for the efficient implementation of grantmaking operations, working with the Global Programs team to administer all stages of the grant management process (tracking grant cycles, preparing grant agreements, processing payments, tracking disbursements etc).

This position will be responsible for supporting grant applicants and grantee partners throughout the grantmaking process while maintaining and improving grantmaking systems and mechanisms.

The Grants Administrator will report to the Manager, Global Programs, working closely with the Program Officers and MEL Specialist as well as engaging regularly with the Operations/Finance teams. This role will also require interfacing with outside grant applicants and grant recipients.

SCOPE & RESPONSIBILITIES

- Implement grant operations activities and support the management of grant application and reporting processes;
- Manage communication from the grants email account, responding to applicant requests/inquiries and sending decline/award letters to applicants;
- Review organizational profiles, proposals and applicant information;
- Develop and implement communication templates for applicants;
- Coordinate references/endorsements processes as part of grantee vetting and due diligence;
- Lead in the preparation of grant agreements, monitoring and tracking of grant reporting requirements and submissions at multiple stages, as well as prompting the Programs team to ensure timely follow-up;
- Liaise with other departments on administrative and financial items related to grants and ensure compliance with expense eligibility requirements dictated by the government;
- Support the improvement of grant-management systems to optimize the experience for all stakeholders (applicants, staff, advisors, grantee partners, etc);
- Verify grantee partner payment information and develop fund disbursement schedules;
- Work closely with the Finance team to process payments, track payment progress and troubleshoot issues;
- Respond to internal requests for grantmaking data from Global Programs team, Communications and Fundraising team, Operations team etc;
- Support the Program Officers and MEL Specialist to respond to external requests for grantmaking data

REQUIRED SKILLS & QUALIFICATIONS

- Bachelor's degree in administration, public affairs, international development or related field;
- Minimum of 3 years full-time work experience in grant processes and practices;
- Demonstrated knowledge of grants administration including experience with the financial aspects and release of grant payments;
- General exposure and familiarity with the international non-profit sector considered a strong asset and experience in coordinating international financial transactions is particularly desired;
- Oral and written fluency in English and in French; other languages considered an asset, in particular Spanish;
- Strong written and oral communication skills;
- Excellent organizational skills, attention to detail and ability to handle multi-tasking;
- Excellent logistical skills and planning for successful processes with global applicants;
- Proficiency in Microsoft Office, demonstrated experience with databases, information management systems and ability to maintain well organized and documented files- (familiarity with SurveyMonkey Apply and Netsuite is considered an asset, but not required);
- Ability to manage daily tasks with a willingness to advance longer term development of new systems and procedures;



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- Commitment to women's, girls and trans* rights locally, regionally and globally;
- Sensitivity and appreciation for varying viewpoints and communication styles in a politically and culturally diverse environment;
- Openness to work on cross functional/multi-disciplinary teams;
- Flexibility and ability to adapt to changing priorities, to steer in new/different directions;
- Can do/Anything is possible mindset!

JOIN US!

The Equality Fund is an equal opportunity employer. We value diversity, multiculturalism, and inclusion in our work and in our staff team. We are fully focused on equality and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin and all the other qualities that make us unique.

If you require accommodation during any stage of the recruitment process, please indicate this in your application.

We thank all applicants for their interest but only those selected for an interview will be contacted.

TO APPLY: <https://equalityfund.bamboohr.com/jobs/view.php?id=14>