

## GRANTS COORDINATOR

### FUNCTIONS AND RESPONSIBILITIES

Reports to and supports the Chief Financial Officer or designate in the administration of PPRD grant programs as well as attracting external grant funding for PPRD projects. The Grants Coordinator coordinates the Peace River Regional District's (PRRD) grant management programs for both internal and external grant programs.

### DUTIES

- Liaise with a variety of stakeholders to promote PPRD grant functions.
- Provide support to organizations participating in the Regional District's grant programs.
- Facilitate administration of the Regional District Grants-in-Aid program, including vetting applications, communicating with internal/external stakeholders, and assisting with financial procedures.
- Alert staff of new grant opportunities and maintain a database of organizations that provide grant funding that may apply to PPRD operations or projects.
- Maintain and update a grant management database system.
- Educate staff on policies and processes related to grant programs through training and tools.
- Develop, maintain, and continually improve business processes, forms, procedures, policies, and webpages throughout grant life cycles for both internal and external grant programs.
- Ensure the PPRD registers with potential external grant programs distribution lists.
- Research external grant opportunity requests from PPRD staff for capital funding.
- Provide guidance and support to staff members developing grant applications to ensure applications are compliant with grant program requirements.
- Review, track, and report on internal grant applications for compliance with various grant program requirements and send regular updates to staff on application status as required.
- Provide ongoing support in the area of Asset Management, as required.
- Ensure grant applications are approved through appropriate channels.
- Advise Financial Services of new grants awarded for accounting and reporting purposes.
- Performs other related duties as required.
- Emergency Operations support as assigned.

### QUALIFICATIONS/EXPERIENCE

- Three (3) years related experience in local government.
- Diploma or certificate in community development, finance or a related discipline, or an equivalent combination of education, training and experience.
- Proven project management skills and event coordination, including organizational skills, ability to establish priorities, coordinate workloads to meet timelines and budget expectations.
- Knowledge of grant application and awarding processes including experience in interpreting standards and qualification criteria of government funding programs.
- Experience working with a large Enterprise Resource System (ERP) to deliver business processes.
- Excellent communication (verbal/written), interpersonal, and customer service skills are required.
- A valid Class 5 Drivers' Licence must be maintained.

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*The above is a general description of the principle job functions and is not a detailed description of all work responsibilities that may be inherent or assigned to fulfill the job position*