**CITY OF YELLOWKNIFE**

**JOB DESCRIPTION**

January 2018

**POSITION TITLE:** Grant Writer and Funding Analyst **POSITION NO:** Term

**DEPARTMENT:** Corporate Services **DIVISION:** Corporate Services

**LOCATION:** City Hall **SUPERVISOR'S TITLE:** Director, Corporate Services

**SUMMARY OF THIS POSITION**

Under the general direction of the Director of Corporate Services, the incumbent proactively researches and identifies funding opportunities for City initiatives; leads and coordinates the development and submission of funding proposals and applications; and prepares and submits reports relevant to funding received by the City.

**OUTLINE OF DUTIES**

* Seeks out external funding opportunities for City initiatives by:
* Working closely with staff throughout the organization to maintain awareness of potential and planned projects;
* Developing and maintaining professional relationships with municipal, territorial, federal and private sector funding, granting and contributing agencies;
* Researching and identifying grant opportunities that are aligned with the City’s core business, as well as those which could support Council priorities, emerging opportunities and strategic alignment;
* Facilitates the proposal development and application submission processes for projects of varying sizes and objectives across all Departments by:
* Working collaboratively with individuals and project teams to design, develop, and prepare grant proposals, briefings, program rationales, applications, and other reports for submission to funding agencies;
* Tailoring writing and presentations to funding agency objectives, priorities, and guidelines with a thorough understanding of the City’s mandates, culture, and guiding documents;
* Ensuring all funding and contribution agreements, and other funding contracts are signed by the appropriate authorities, submitted to the funder within required time frames, and filed to ensure compliance with the City’s financial policies.
* Manages the financial and contract reporting requirements for external funding by:
* Tracking and preparing internal reports on the results of proposals, active grant-funded projects, and territorial, federal, and private sector contributions;
* Working with the project team to prepare and submit all required narrative, financial reports and documents and accountability requirements accurately and on time.

**SPECIFICATIONS**

Knowledge, Education and Experience

The work requires comprehensive knowledge of successful grant and contribution application procedures and agency requirements to accurately identify appropriate opportunities; exceptional organizational skills to effectively monitor projects, funding, and expenditures; and a detail-oriented ability to prepare and submit comprehensive, accurate, and compliant reports in an organized and timely fashion. These skills are normally acquired through the completion of an undergraduate degree in a relevant discipline and a minimum of two years of experience building successful funding proposals for public sector agencies.

The incumbent is expected to rapidly learn about the general objectives and operations of each organizational unit and to proactively search out funding opportunities for all facets of the City’s operations. The incumbent is also expected to demonstrate effective planning, research, coordination, and stewardship of grants. This requires strong interpersonal, organizational, administrative, and problem-solving skills, and the ability to multi-task on a range of complex projects to meet deadlines. It also requires the incumbent to exercise sound judgement and tact and to be both a strong team player and a leader who can work with minimal supervision.

To succeed, the incumbent must be an exceptional communicator, writer, researcher, and relationship-builder. Critical review and substantive editing skills are necessary, as is the ability to work competently in the Microsoft Office and Adobe Acrobat suites of products.

**RESPONSIBILITY**

Decision Making

The incumbent must have the ability to work with minimal supervision and to exercise sound judgment in analyzing information; interpreting criteria, conditions, and regulations; developing proposals and applications; reviewing agreements; tracking projects; and preparing and submitting reports.

Complexity of Work

The work requires objectivity, sound judgment, and resourcefulness in planning and monitoring all aspects of the City’s external funding.

Public Sensitivity

The incumbent must be conscious that they are representatives of the City and that they must conduct themselves in a professional and ethical manner at all times. The applications, proposals, and submissions that they prepare must reflect positively on the City, its employees, and its actions, and all reports and other work products must be honest and accurate. Confidentiality and discretion are of paramount importance.

Contacts

Contacts include staff at all levels of the organization and strong working relationships are essential for collaboratively identifying new projects and monitoring and reporting on existing projects. Contacts also include representatives of municipal, territorial, federal and private sector funding, granting, and contributing agencies, and these relationships must be developed and enhanced to foster productive communication and cooperation amongst the organizations.

Supervision

The incumbent does not supervise other individuals, but is required to engage staff throughout the organization to achieve common goals, and to monitor projects and progress in a respectful manner.

**EFFORT**

Mental

Duties require the incumbent to exercise considerable initiative, independent judgment, and advanced problem solving skills. As well, the ability to multi-task is essential. The complexity and amount of detail related to each function is considerable, requiring good organization, resourcefulness, initiative and common sense. Long periods of concentrated mental effort are required when reviewing criteria, developing proposals and applications, and preparing detailed reports. Substantial computer work is required, and there is a constant requirement to perform tasks correctly and efficiently within specific timeframes.

Physical

Minimal physical effort is required in performing duties however proper ergonomic and safety principles must be adhered to at all times.

**WORKING CONDITIONS**

Environment

The majority of the work is performed in an office environment although at times it may be beneficial for the incumbent to meet with project leaders and stakeholders in non-office settings at other City sites, including the Solid Waste Facility, Multiplex, Fieldhouse, Pool, Garage, Fire Hall, Water Treatment Plant, and Pumphouse #1.

Hazards

Proper ergonomic techniques need to be followed as a preventive measure for office-related work and appropriate safety precautions must be undertaken at every site.

I have read and understand this job description. The Human Resources Division has informed me that it is a general description of the duties and responsibilities and qualifications required for my position, which forms the basis for my classification level and against which my performance will be evaluated.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head’s Authorization Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources’ Authorization Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City Administrator’s Authorization Date

DM 505631,v3