

Town of Wasaga Beach
JOB DESCRIPTION



Department: Administration	Division:
Effective Date: March 2, 2015	Revision Date: March 28, 2019
Approved By:	Wage Range: \$26.16 - \$30.60 (2018 rates)
Hours of Work: 24 Hours	Value Group: 5

JOB TITLE:

Grants Specialist (Contract Position)

REPORTS TO:

Director of Finance, Treasurer

SUBORDINATE POSITIONS:

None

JOB PURPOSE:

Responsible for researching and coordinating applications in pursuit of grant opportunities at the Federal, Provincial and County government levels as well as in the private sector. Provide expertise and support to Departments applying for grants. Establish and maintain contacts and develop working relationships with key staff in various governmental agencies and businesses offering grant programs, in order to be fully aware of any and all grant programs that may be available to the municipality.

TASKS:

% of Time

1. Grant Opportunities

95%

- Identify Town priorities and projects in order to match grant opportunities with projects and priorities that require grant funding in order to proceed by coordinating with appropriate Town Departments;
- Research and identify all grant opportunities (Federal, Provincial, County, RTO7, Private sector, etc.) available to Municipalities and inform the applicable Municipal staff of these opportunities;

- Review, understand and communicate the components of various grant guidelines with applicable Municipal staff in order to prepare grant applications that have the best chance of being approved;
- Prepare detailed summary of available grant for consideration by appropriate Municipal staff / Department, outlining eligibility requirements, deadlines and general details
- Draft staff report with the recommendation to Committee of the Whole for which projects to apply for;
- Working cooperatively with Municipal staff, prepare the grant applications and required documentation for review and comments from staff and submit completed grant applications prior to the deadline and provide copies of submitted grant applications to the Municipal staff and Treasurer;
- Track grant applications submitted, monitor their status and provide ongoing communication with Municipal staff regarding whether the application is approved/declined;
- Maintain proper files for all grant applications submitted, both electronically and paper files;
- For approved grant applications, work cooperatively with Municipal staff to ensure proper funding announcements, implementation, evaluation and reporting requirements are done in a timely manner in accordance with grant requirements;
- For grant applications that are declined, follow up with the grant contact to determine the application shortcomings and suggestions for improvements for future applications and forward this information to the appropriate Municipal staff;
- Mentor and educate Municipal staff on grant application strategies that can be used to improve application results;
- Develop, maintain and update contacts with grant opportunities at all levels through websites, webinars, workshops, grant advisors, etc.;
- Actively participate in professional development opportunities designed to improve grant-writing skills, subject to obtaining approval as required.

2. Other

5%

- Undertake other special projects as assigned.

QUALIFICATIONS / EDUCATION:

- Post-secondary Diploma or Degree in Communications, Public Administration, Economic Development, Planning or a related field or suitable equivalent experience;
- Excellent communication, planning, analytical, organizing, problem solving, interpersonal and leadership skills;
- Ability to work independently on multiple, complex and diverse projects;
- Strong facilitation, project management and research skills;
- Ability to establish and maintain positive and cooperative working relationships with all levels of staff;
- Proficiency with personal computers and software including Microsoft office, spreadsheets, PowerPoint and graphics;
- Ability to work a variety of shifts during the day, evening and weekend as required;

- Valid class G Ontario driver's license with an appropriate drivers' abstract and criminal records check.

PROFESSIONAL DESIGNATION:

N/A

EXPERIENCE:

Two (2) years previous related job experience, one (1) year on the job in the area of grant or proposal writing, preferably in a municipal or non-profit setting, three (3) years total relevant experience.

ACKNOWLEDGEMENT OF RECEIPT:

Employee (please print name & sign)

Date

Denise Henry, Human Resources Coordinator

HR/Manager (please print name & sign)

Date

Jocelyn Lee, Director of Finance and Treasurer

Department Head (please print name & sign)

Date