



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:  
Toll Free Phone: (866) 225-9067  
Toll Free Fax: (877) 825-7564  
L9 P23 R4074 HWY 596 - Box 109  
Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

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## Grants And Programs Officer

<b>Job ID</b>	<b>14-F5-7A-0A-A3-EA</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=14-F5-7A-0A-A3-EA">https://careers.indigenous.link/viewjob?jobname=14-F5-7A-0A-A3-EA</a>	
<b>Company</b>	Children's Aid Foundation Of Canada	
<b>Location</b>	Toronto, Ontario	
<b>Date Posted</b>	From: 2022-01-12	To: 2022-03-13
<b>Job</b>	Type: Fixed-term	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	\$52,000 - \$62,000 per year	
<b>Languages</b>	English, French An Asset	

### Description

About the Children's Aid Foundation

Children's Aid Foundation of Canada is a national fundraising organization committed to improving the lives of children and youth in the child welfare system. Our initiatives meet the immediate and urgent needs of at-risk children, youth and families, and afford them a brighter future that, ultimately, strengthens our communities. With more than 63,000 children and youth in care in Canada, and 300,000 at risk of abuse and neglect, our support is critical in giving them hope, confidence and opportunity.

The Foundation has an ambitious agenda for growth and is currently executing a \$75M Stand Up For Kids - Futures Transformed Campaign, which will bring long term growth and funding stability to important child welfare programs across the country. Our staff members are a dynamic and highly committed team of professionals who are dedicated to delivering excellence and maximizing the social value of donations and volunteer contributions to the children, youth and families we serve across Canada.

Purpose of the Position

Working under the direction of the Director, Grants & Programs, the Grants & Programs Officer is responsible for the coordination, administration and implementation of evidence informed grants and programs that maximize impact for children, youth and families. The role involves end-to-end administration of grants and programs to partner agencies throughout Canada, from program design and grant application through administration, implementation, evaluation, reporting and learning. The position acts as a liaison with outside agencies and shares funding outcomes and needs with the larger Foundation team.

Responsibilities

- Manage relationships and proactively communicate with grant and program recipient organizations
- Help with the development and co-design of programs by managing relationships and meetings with partner organizations and managing program information
- Facilitate calls for proposals and the review of proposals
- Manage grants and program agreements and payments in database and against program budget and ensure the timely payment of grants and awards to recipients, recommend budget allocations
- Ensure grant compliance by corresponding with grantees and ensuring required documents have been submitted and processes followed
- Produce reports on programs and granting activity using a range of sources such as the granting database and recipient reporting
- Support grant and program evaluation and reporting by tracking submission of reports from grant recipients and ensuring partners are reporting correctly and assisting with data evaluation analysis as necessary
- Support the production of donor reports and donor stewardship activities by sharing stories about grants and programs
- Capture learnings from grants and programs and make recommendations on future granting and fundraising activity
- Champion the needs of children, youth and partner agencies and bring forward fundraising and granting opportunities
- Develop and maintain program files and information resources
- Be an expert on the issues and trends within the child welfare landscape by reading and participating in learning opportunities
- Develop and maintain information resources for grants and programs
- Maintain accurate and timely information in the grants database
- Assist with CAFC and Grants & Program teams projects and priorities
- Develop and maintain grant and program policies and procedures manuals
- Participate in events as a Foundation representative
- Complete other duties as assigned

Competencies and Skills

- Passion for supporting fundraising and granting initiatives for child welfare
- Experience working with donors and/or development teams
- Passionate about supporting and pursuing equity for children, youth and families involved with child welfare, and the role of philanthropy and the broader community to help
- Excellent interpersonal and relationship development and management skills; strength-based, solutions-focused collaborator with diverse stakeholders, including youth, colleagues and partners, maintaining a positive work environment
- Excellent organization, planning, time management and administrative skills
- Excellent communications skills, both oral and written
- Advanced report writing and editing skills

- Intermediate to advanced skills in MS-Word, MS-Excel and MS-PowerPoint, email, calendar, and web browsers
- Intermediate to advanced data entry, data maintenance, and database administration skills; experience with Blackbaud Grantmaking an asset
- Intermediate to advanced program evaluation skills
- Project management skills
- Proficiency with various video conferencing technologies (MS Teams, Zoom, GoToMeeting)
- Excellent organization, planning and administrative skills

#### Qualifications

- 5+ years of relevant experience: program administration and implementation, project management, relationship development and management, government relations, consultation
- Relevant post-secondary degree or an equivalent combination of education and experience
- Experience working in/with not for profit sector or government an asset
- Previous experience working in child welfare or social services an asset
- French language proficiency an asset

#### Hours of work

- Regular business hours: 9:00 am to 5:00 pm some flexibility may be negotiated on case by case basis, but staff working remotely are expected to be available between 10:00 am and 4:00 pm
- Occasional evenings and weekends during busy periods
- Vacation restrictions during busy periods

CAFC provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We welcome and strongly encourage applications from equity seeking groups, including members of communities that are overrepresented in the child welfare system. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

Note that currently as a result of the COVID-19 pandemic, CAFC staff are working remotely with a plan to return to the office when it is safe to do so. Our goal is to work out of the CAFC offices, located in downtown Toronto.

#### Experience

- ĩ,§ 5+ years of relevant experience: program administration and implementation, project management, relationship development and management, government relations, consultation
- ĩ,§ Relevant post-secondary degree or an equivalent combination of education and experience
- ĩ,§ Experience working in/with not for profit sector or government an asset
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#### How to Apply

Click Apply Now

To Apply Please forward a current resume, with covering letter in one single document, detailing how your qualifications match this opportunity, to enza@cafdn.org and include "Grants & Programs Officer January 2022" in the subject line of your email by February 11, 2022.

We thank all candidates for their interest in the work of Children's Aid Foundation of Canada; but only candidates selected for an interview will be contacted. No telephone inquiries please.

\*Those who are currently eligible for Children's Aid Foundation of Canada funding and programs will no longer be eligible to apply for these supports should they accept this position.