FORTFRANCES

POSITION DESCRIPTION

Position Title:	Grants and Finance Coordinator
General Supervisor:	Treasurer
Employee Group:	Non-Union, Full-Time
Date Reviewed:	September 1, 2026

Position Summary

The Grants and Finance Coordinator is responsible for developing, coordinating, and administering grant funding strategies and applications while supporting strategic projects that advance organizational goals. The role provides assistance in the preparation, review, and proofreading of grant applications and related documentation to ensure high-quality submissions and compliance with funding requirements.

Key responsibilities include researching grant programs, preparing proposals, managing application processes, and maintaining accurate financial and project records. The Grants and Finance Coordinator will collaborate with division managers and external partners to align funding strategies with organization and community objectives and promote financial sustainability.

Direction Received

- The incumbent reports to the Treasurer.

Direction of Others

- The incumbent has no supervisory responsibilities.

Revenue, Asset and Expenditure Scope

- Track and report on all incoming grant funds and other revenue streams.
- Ensure accurate recording of funding allocations in compliance with agreements.
- Monitor cash flow related to grant disbursements and reimbursements.
- Maintain accurate records of assets purchased through grant funding.
- Ensure compliance with asset management policies and funding conditions.

- Assist in preparing reports on capital assets for internal and external stakeholders.
- Monitor project and departmental expenditures against approved budgets.
- Prepare variance analyses and recommend corrective actions as needed.
- Ensure all spending aligns with grant agreements and organizational policies.
- Support preparation of financial statements and audit documentation related to grants.

General Responsibilities

Grant Strategy & Administration

- Research and identify funding opportunities from government agencies, foundations, and other sources.
- Develop comprehensive grant funding plans aligned with organizational priorities.
- Provide support to departments and project leads in drafting, reviewing, and editing grant applications and supporting documentation to ensure accuracy, completeness, and alignment with funding requirements.
- Proofread and quality-check grant submissions, reports, correspondence, and related documents to ensure clarity, consistency, professionalism, and compliance with funding guidelines.
- Collaborate with internal stakeholders to gather, organize, and refine information required for grant applications and funding proposals.
- Prepare, review, and submit accurate and compelling grant proposals, supporting documentation, financial models and costing calculations for grant applications.
- Maintain a calendar of grant deadlines, compliance requirements, and reporting schedules.
- Liaise with funding agencies and internal stakeholders to ensure timely submissions and adherence to guidelines.
- Monitor approved grants for compliance and manage reporting to recover eligible expenditures.
- Lead or support strategic projects, including planning, scheduling, and status reporting.
- Collaborate with internal teams and external partners to achieve project objectives.
- Maintain project documentation, including meeting minutes, action items, and progress reports.
- May be tasked with managing smaller-scale grant proposals.
- Perform other duties as assigned to support grant strategy and administration objectives.

Financial Oversight

- Prepare financial models, costing calculations, and forecasts for grant applications.
- Coordinate financial reporting and ensure compliance with funding agreements.
- Support budget preparation, variance analysis, and year-end audit processes.
- Perform other duties as assigned to support financial oversight and related objectives.

Operational Responsibilities

- Assist in preparing annual departmental budgets and contribute to long-term financial and capital planning.
- Compile and present regular financial and grant-related reports to management, Council, and relevant committees.
- Maintain accurate and up-to-date records of grant applications, funding agreements, and financial documentation.

- Monitor compliance with grant conditions and ensure timely submission of required financial and performance reports.
- Support financial forecasting, variance analysis, and reporting for projects funded through external grants.
- Coordinate with internal teams to gather data for grant proposals and financial reporting.
- Track and manage deadlines for grant applications, renewals, and reporting requirements.
- Provide financial planning and asset management support to ensure optimal resource allocation and sustainability.
- Prepare and deliver back-end reporting for financial activities, grants, and operational performance.
- Perform other duties as assigned to support operational and strategic objectives.

Stakeholder Engagement & Knowledge Sharing

- Build and maintain relationships with funding bodies, ministries, and community partners.
- Provide training and presentations on grant opportunities and processes.
- Contribute to continuous improvement of grant administration practices and knowledge base.
- Perform other duties as assigned to support stakeholder engagement and knowledge-sharing objectives.

Education and Qualifications

Required:

- Post-secondary degree or diploma in Business Administration, Finance, Public Administration, or related discipline.
- Minimum 3–5 years of experience in grant administration, financial reporting, and/or project management.
- Strong knowledge of government funding programs and compliance requirements.
- PMI / PMP certification or equivalent project management experience
- Strong skills in research, communication, financial planning, project management, working with government funding programs and inter-agency collaboration.
- Ability to manage multiple priorities under tight deadlines.

Asset

- Proficiency in MS Office Suite and experience with financial systems.

Knowledge, Ability & Skill

- Understands and effectively carries out oral and written instructions
- Able to organize and complete work assignments under minimal supervision
- Demonstrates the ability to work both independently and in a team setting
- Demonstrates willingness to learn, and the ability to adapt and take initiative

Effort

- Standard hours: 40-hour workweek during regular business hours.
- Occasional work out of town is required while attending courses, meetings, or seminars.

- This position requires the incumbent to attend meetings beyond the normal business hours and/or overtime as required by the CAO or in the case of an emergency situation.
- This position can involve a high level of stress due to the commitment necessary to provide the required level of performance.
- Overtime may be necessary to ensure timely completion of deliverables.
- Prepare reports and attend Council meetings as required; such time will be compensated through flextime.
- Regular travel within Town limits to liaise with other departments

Conditions of Employment

- Satisfactory Criminal Background Check.
- Must hold a valid Ontario Class G license.