

Job Posting

#26.81 GRANTS AND FOUNDATION RELATIONS COORDINATOR

Please See Below for Shift Details

This posting is open to all qualified applicants.

Our Place Society (OPS) is an organization founded on progressive and inclusive Christian values and principles. We work as a team to create a nurturing atmosphere of home and family, where all are welcome. **A team approach is critical to living out our mission and values and directing our work.**

Position Overview:

Reporting to the Director of Philanthropy, the Grants and Foundation Relations Coordinator plays an important role in securing and stewarding foundation, corporate, and government funding for Our Place Society's programs and services.

The Grants and Foundation Relations Coordinator is responsible for researching funding opportunities, preparing compelling grant applications and reports, and building positive relationships with foundation partners and other funders. The role works across the organization to gather program information, financial details, statistics, outcomes, stories, and emerging funding needs, and translates this information into clear, persuasive, and funder-focused materials.

In addition to grant writing, the position helps strengthen the Philanthropy team's access to current and compelling impact information. The Grants and Foundation Relations Coordinator prepares quarterly impact reports, maintains shared fundraising resources, and ensures the team has accurate and up-to-date statistics, stories, quotes, program descriptions, and outcomes to support donor communications and fundraising activities.

Working closely with program leaders, Finance, Communications, and the Philanthropy team, the Grants and Foundation Relations Coordinator will help secure resources for Our Place Society's Pathway of Support, including meals, outreach, shelter, supportive housing, health and wellness services, employment programs, and long-term recovery programs.



Hope and Belonging

Duties and Responsibilities:

Grant Writing and Reporting

- Draft grant applications, letters of inquiry, funding proposals, and grant reports for review and approval by the Director of Philanthropy.
- Follow established organizational key messages and work collaboratively with the Director of Philanthropy to determine funding requests, ask amounts, project positioning, and submission strategy.
- Meet an established individual annual grant revenue target that contributes to the overall revenue goals of the Philanthropy Department.
- Research and identify foundation, corporate, and government funding opportunities and work with the Director of Philanthropy to determine which opportunities to pursue.
- Gather program information, funding needs, statistics, budgets, outcomes, stories, and supporting materials from staff across the organization.
- Determine the information required for each application or report, establish internal timelines, and follow up with staff to obtain the required materials. Escalate missed timelines or significant concerns to the Director of Philanthropy.
- Clearly and persuasively explain Our Place Society's programs, services, needs, outcomes, and community impact through strong written submissions.
- Review and interpret funder guidelines, eligibility requirements, priorities, and application instructions, and tailor submissions accordingly.
- Prepare applications for final review and approval by the Director of Philanthropy before submission.
- Create data requirements documents for funded projects that identify the statistics, outcomes, and information program staff will be required to track for future reporting.
- Prepare grant reports using the information and data supplied by program staff, seeking clarification when required to accurately explain results and outcomes.
- Review, edit, and compare submitted program information with application commitments and reporting requirements to ensure the information is accurately represented.
- Complete all required components of grant applications and reports and submit approved materials by funder-established deadlines.

Grant Research and Funder Relationships

- Build and maintain positive relationships with foundation partners, foundation board members, corporate funders, government representatives, and other funding contacts.
- Research family foundations, public foundations, corporate giving programs, government funding programs, and other potential sources of grant revenue.
- Assess whether funding opportunities align with Our Place Society's programs, priorities, eligibility, and funding needs.
- Maintain regular communication with funders throughout the application, award, reporting, and stewardship process.

- Lead grant reporting and funder recognition activities in accordance with the requirements outlined in funding agreements and award letters.
- Communicate directly with funders to acknowledge and express gratitude for funding in the manner requested by each funder.
- Collaborate with the Communications team to coordinate required social media recognition and with the database team to coordinate charitable receipts and other funder documentation.
- Escalate significant funder concerns, changes in project scope, reporting issues, or missed commitments to the Director of Philanthropy.

Grant Administration

- Maintain an organized grant calendar that tracks application deadlines, reporting requirements, funding decisions, internal timelines, follow-up activities, and stewardship commitments.
- Monitor grant portals and funder communications, interpret eligibility and submission requirements, and match appropriate funding opportunities with Our Place Society programs.
- Create internal work plans and timelines that allow applications and reports to be completed in advance of funder deadlines.
- Address routine questions or requirements independently and escalate significant eligibility, compliance, financial, or program concerns to the Director of Philanthropy.
- Maintain accurate funder records, grant documents, submissions, correspondence, commitments, and reporting information in the donor database and shared files.
- Compile and maintain commonly requested grant materials, including approved program descriptions, budgets, charitable information, organizational statistics, policies, and supporting documentation.
- Submit new or substantially revised grant materials to the Director of Philanthropy for final approval.

Program Knowledge and Collaboration

- Meet with program staff to identify program outcomes, impact stories, statistics, and emerging opportunities.
- Maintain an outreach calendar for gathering current information from staff and clients across the organization.
- Work with program staff to clarify the information and data required for applications and reports.
- Work with Finance to obtain and review application budgets, financial information, and expenditure reports.
- Collaborate with the Philanthropy and Communications teams to ensure key messages, statistics, program descriptions, and organizational language are accurate and consistent.
- Build positive and collaborative working relationships with staff across the organization.



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Fundraising Communications and Impact Reporting

- Draft quarterly impact reports using established templates and direction from the Director of Philanthropy.
- Submit quarterly impact reports to the Director of Philanthropy for review and final approval.
- Use information gathered through grant applications and reports to prepare impact content for use with individual donors, foundations, corporations, and other supporters.
- Maintain the Philanthropy team's knowledge portal with current statistics, outcomes, quotes, stories, approved program descriptions, and organizational information.
- Update existing program descriptions for use in grant applications, donor communications, cases for support, funding briefs, and other fundraising materials.
- Submit updated program descriptions and impact materials to the Director of Philanthropy for final approval.
- Provide writing, editing, and proofreading support for additional Philanthropy Department projects as required.

Qualifications

Education and Experience:

- A minimum of a certificate in communications, English, journalism, professional writing, fundraising, public administration, social sciences, or a related field.
- A minimum of two years of experience in writing, research, communications, fundraising, or a related area.
- Demonstrated experience preparing clear, organized, and persuasive written materials, such as funding applications, proposals, reports, academic papers, or professional communications.
- Experience using databases, online research tools, document management systems, or online application portals.

Skills and Abilities:

- Strong writing, editing, proofreading, and research skills.
- Ability to clearly and persuasively explain complex programs, community needs, outcomes, and funding requests.
- Ability to interpret funder guidelines, eligibility criteria, application instructions, and reporting requirements.
- Excellent attention to detail and the ability to compare source information with written submissions for accuracy and completeness.
- Strong organizational and time-management skills, with the ability to manage multiple applications, reports, internal timelines, and external deadlines.
- Ability to identify information requirements, request information from staff, follow up on outstanding materials, and escalate concerns appropriately.



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- Ability to work collaboratively with program staff, Finance, Communications, and other members of the Philanthropy team.
- Ability to work with program statistics, outcomes, budgets, and financial information.
- Proficiency with Microsoft Word, Outlook, Excel, and Canva.
- Strong interpersonal skills and the ability to build professional relationships with funders and colleagues.
- High level of discretion and respect for confidentiality.

Working Conditions

Shifts: Full time, 37.5 hours per week, Monday to Friday.

Compensation: \$30.95 to \$35.52 per hour

Benefits: Vacation is accrued at a rate of 6% or in accordance with your length of service as per the collective agreement (Article 18.1). Eligible for a 100% employer paid comprehensive benefits plan, including health and dental coverage, after completion of probationary period.

This position requires union membership.

How to Apply:

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience, and qualifications by 3:30 p.m. Wednesday, September 23, to careers@ourplacesociety.com or to Our Place Society, Attention Ryan Brost, HR Manager, 1027 Pandora Ave, Victoria, B.C. V8V 3P6. Please quote “File #26.81– Grants and Foundation Relations Coordinator” in the subject line.

Please note: All applications must have a cover letter to be considered.

We appreciate your time and interest in the position. However, due to the volume of applications, only shortlisted candidates will be contacted.

Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities.