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Job Posting

#26.91 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 inclusive and progressive Christian values and principles. We are driven by our values: hope and belonging, teamwork, unconditional love and safety. 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 foundation, corporate, and government funding to support Our Place Society's programs and services.

We are seeking an experienced grant writer with a demonstrated track record of developing successful funding proposals, managing grant portfolios, and building positive relationships with funders.

The successful candidate will research funding opportunities, develop compelling grant applications, manage an active grant pipeline, and ensure timely reporting and stewardship. Working closely with program leaders, Finance, and the Philanthropy team, this position translates program needs, budgets, outcomes, and impact into persuasive funding requests.

Duties and Responsibilities:

Grant Writing and Reporting

- Research, write, and prepare compelling grant applications, letters of inquiry, funding proposals, and grant reports.
- Meet established individual annual grant revenue targets by maintaining a strong pipeline of foundation, corporate, and government funding opportunities.
- Interpret funder guidelines, eligibility requirements, and funding priorities to develop competitive, tailored submissions.

- Collaborate with the Director of Philanthropy to determine funding requests, ask amounts, and proposal positioning.
- Work with program staff and Finance to gather budgets, financial information, statistics, outcomes, and impact stories.
- Prepare accurate, timely grant reports demonstrating program results and fulfilment of funding commitments.

Grant Research and Funder Relationships

- Identify and evaluate new funding opportunities aligned with Our Place Society's programs and priorities.
- Build and maintain strong relationships with foundation partners, corporate funders, and government representatives.
- Maintain regular communication with funders throughout the application, award, reporting, and stewardship process.
- Coordinate appropriate funder recognition, acknowledgements, and follow-up activities.

Grant Administration

- Manage an organized grant calendar, tracking application deadlines, funding decisions, reporting requirements, and stewardship commitments.
- Maintain accurate grant records, funder correspondence, funding agreements, and submissions in the donor database.
- Ensure grant applications and reports are complete, accurate, and submitted on time.
- Maintain current grant resources, including program descriptions, organizational statistics, budgets, and supporting documentation.

Program Knowledge and Collaboration

- Develop a strong understanding of Our Place Society's programs, funding needs, and community impact.
- Work collaboratively with program leaders to collect information, identify funding opportunities, and demonstrate measurable outcomes.
- Collaborate with Finance to understand program budgets, funding requirements, and financial reporting.

Fundraising Communications and Impact Reporting

- Prepare quarterly impact reports highlighting program activities, outcomes, and achievements.
- Maintain current statistics, stories, outcomes, and program descriptions for use in grant proposals and donor communications.
- Support the development of funding briefs, cases for support, and other fundraising materials as required.

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Qualifications

Education and Experience:

- Minimum two years of direct grant writing experience, preferably in the nonprofit sector.
- Demonstrated success securing funding from foundations, corporations, and/or government granting programs.
- Experience managing a portfolio of grant opportunities, applications, reporting requirements, and funder relationships.
- Experience with donor databases, grant research tools, and online application portals.

Skills and Abilities:

- Exceptional writing, editing, and research skills, with the ability to develop persuasive, results-oriented funding proposals.
- Strong understanding of grant application processes, funder expectations, and reporting requirements.
- Ability to interpret program budgets, financial information, statistics, and measurable outcomes.
- Excellent organizational and time-management skills, with the ability to manage multiple deadlines and competing priorities.
- Strong interpersonal skills and ability to collaborate effectively with funders, program staff, and colleagues.
- Ability to work independently, demonstrate initiative, and take ownership of grant applications from development through reporting.
- Proficiency with Microsoft Word, Excel, Outlook, and related software.

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 3pm on Wednesday, November 18, 2026, 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 **#26.91– Grants and Foundation Relations Coordinator**" in the subject line.

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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.