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**TITLE:** GRANTS PROGRAM MANAGER **CLASSIFICATION:** ADMINISTRATIVE OFFICER R24

**MINISTRY:** ISLANDS TRUST, **WORK UNIT:** TRUST AREA SERVICES  
MIN OF MUNICIPAL AFFAIRS

**SUPERVISOR TITLE:** DIRECTOR, TRUST AREA SERVICES **SUPERVISOR POSITION #:** 36525

### PROGRAM

Located in Coast Salish territory, the Islands Trust is a special purpose government responsible for protecting the unique amenities and environment of more than 450 islands and surrounding waters in the southern Strait of Georgia and Howe Sound. Created by the Province via the Islands Trust Act, Islands Trust plans and regulates local land use, coordinates with other level of government and First Nations on key issues impacting the area, and protects land through the Islands Trust Conservancy.

### JOB OVERVIEW

The Grants Program Manager advances the Islands Trust's strategic priorities through seeking and managing external funding. The Grants Program Manager provides advice on appropriate funding opportunities, develops partnerships with interested and affected parties to seek new resources and foster collaboration, and manages projects through the entire project lifecycle. The Program Manager is responsible for leadership, expertise, analysis and advice with regard to the overall planning, development and implementation of the grants program.

### ACCOUNTABILITIES

- Researches, analyzes and reports on suitable funding sources to support community needs, strategic priorities, corporate initiatives, interagency initiatives and partnerships.
- Leads the development and implementation of the organizational framework for benefiting from grant opportunities through policy development, internal communications, project management tools, database management, grant tracking and reporting.
- Manages grant revenues and expenses, tracks and reports on project status and financial expenditures, drafts service contracts and terms of reference, negotiates contribution agreements, assists with procurement processes, all while ensuring compliance with the Islands Trust governance and financial reporting structure. Evaluates completed projects for achievement of goals.
- Identifies and assesses project concepts, competing and or conflicting priorities. Evaluates likely impacts of proposals, associated risks, mitigation strategies, stakeholder response, liability and other implications, outlines advantages/strengths and disadvantages/weaknesses of each to support informed decision making.
- Leads or supports partnership development with funding agencies, partners and interested and affected parties for project design and delivery, designing and coordinating public consultation strategies, communicating in an inspiring way to promote collaboration, and to negotiate project changes.

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- Leads and promotes collaborative partnerships with internal and external partners, and interested and affected parties, government agencies and community groups to achieve project objectives, seek clarification on issues, resolve conflicts related to program or project delivery and provide advice. Identifies cross-project linkages, avoiding duplication of work and adding value and support.
- Writes proposals and assists project sponsors or managers in writing proposals. Determines project scope, defines deliverables, and develops project charters.
- Leads and /or supports project managers in implementation of funded projects through the entire project lifecycle including monitoring and evaluating project resources and progress; identifying risks and obstacles; determining project changes and ensuring deliverables are met; complying with funding agency requirements; and developing and managing third party contracts.
- Prepares program or project management reports - such as briefing notes, project documents, evaluation reports, and presentations to senior management, staff committees, and government officials. Provides advice and recommendations to senior management and elected officials.
- Manages external awards program, including communication and coordination of nominations for Islands Trust projects.
- Maintains and administers grant-related records
- Other tasks as required by the CAO and Director, Trust Area Services

## **JOB REQUIREMENTS**

### **Education and Experience**

- Post-secondary degree in business administration, public administration, project management, environmental studies or community planning or an equivalent combination of education and experience.
- Five years' experience with grant writing for public or non-profit agencies.
- Five years' experience in budget management and financial reporting.
- An equivalent combination of education, training and related experience may be considered.

Preference will be given to candidates with:

- Proven success at grant writing.
- Certificate or higher in project management.
- Two years' experience working with senior officials and managing relationships with interested and affected parties.
- One year's experience with financial estimates and reporting.
- Experience in coordinating a wide range of concurrent and sometimes changing projects or initiatives.

### **Provisos:**

- Successful completion of security screening requirements of the BC Public Service.
- Must be willing to work overtime, including some evenings and weekends.

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- Some travel and overnight travel is a requirement of this position, including by ferry and water taxi.
- Possession and maintenance of a Class 5 BC Drivers' License.

### **Knowledge, skills and abilities**

- Knowledge of a wide range of institutional funding sources (e.g. federal, provincial, corporate and foundations).
- Knowledge of social, environmental, economic and land use planning issues relevant to the Gulf Islands.
- Knowledge of project management frameworks and related reporting and evaluation tools.
- Ability to deal tactfully with partners, team members and funding agency officials.
- Ability to use sound judgment independently and within a team.
- Ability to work in a dynamic environment drawing on comprehensive knowledge of local, provincial and national funding sources to support a broad range of island-based stakeholder groups in solving complex social, environmental and economic problems.
- Outstanding oral and written communication skills, including negotiation.
- Outstanding research and analytical skills, including finding funding sources, compiling data, formulating options and providing strategic recommendations.
- Proficient in Microsoft Office (including Excel, Word and Outlook).

### **BEHAVIOURAL COMPETENCIES**

- **Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.
- **Analytical Thinking** is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and compare the various aspects of a problem or situation, and determine cause-and-effect relationships ("if...then...") to resolve problems in a sound, decisive manner. Checks to ensure the validity or accuracy of all information.
- **Partners with Stakeholders** is the desire to work co-operatively with all stakeholders to meet mutual goals. It involves an awareness that a relationship based on trust that is the foundation for success in delivering results.
- **Information Seeking** is driven by a desire to know more about things, people or issues. It implies going beyond the questions that are routine or required in the job. It may include "digging" or pressing for exact information;

resolution of discrepancies by asking a series of questions; or less-focused environmental "scanning" for potential opportunities or miscellaneous information that may be of future use.

- **Strategic Orientation** is the ability to link long-range visions and concepts to daily work, ranging from a simple understanding to a sophisticated awareness of the impact of the world at large on strategies and on choices.
- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.

#### **INDIGENOUS RELATIONS BEHAVIOURAL COMPETENCIES**

- **Process orientation** places a priority on how things are done. It is a willingness to remain open and follow in new directions. It means setting aside mainstream ways of achieving results and instead following culturally respectful processes that also produce results. It is letting go of agendas or the need to control, and trusting that the appropriate outcome will emerge from a good journey together. It means accepting that both the use of process orientation and a good relationship are concrete results.