

Senior Development Officer, Grants & Government Relations

Posted On: August 1, 2024

Closing On: September 6, 2024

Location: Winnipeg

Employment Type: fulltime

Level: intermediate

Salary Range: TBD

Website: www.equalhousinginitiative.com

How to apply : please send resume and cover letter at admin@equalhousinginitiative.com

Application Deadline: September 6, 2024

Equal Housing Initiative (EHI) is a Non-Governmental (NGO) Not-For-Profit Canadian Charity with a mandate to bring evidence based best practice, advocacy and practical support for the creation and sustainability of housing that is equal and equitable for all. EHI's mandate is to advance systemic solutions and strengthening communities. Our work on housing includes shaping and sharing policy ideas, investing in innovative solutions, and supporting partners working to strengthen communities.

We are currently seeking a driven, strategic, passionate and goal-oriented **Development Officer, Grants & Government Relations** to effectively manage Equal Housing Initiative's fund development strategy as it relates to grants and government funding, maintaining and building long-term stakeholder relations and raising awareness about our programs, offerings and public engagement.

Position Title: Development Officer, Grants & Government Relations

Department: Development

Reports To: Chief Executive Officer and Director Strategic Initiatives

Works With: Chief Executive Officer, Director Strategic Initiatives, Program Directors and Managers-Coordinators

Type of Employment: Full-time, 37.5 hours per week

Work Location: Winnipeg

Position Purpose

The Senior Development Office, Grants and Government Relations is responsible for all areas related to public sector program funding including research and preparing funding applications, increasing and maintaining a network of contracts at all levels of government, monitoring contractual obligations, evaluation programs and reporting. In addition, the Officer works with the CEO and Director of Strategic Initiatives to build on existing government relations across all three levels of government.

Duties

- Prepares applications for government grants at all levels of government for Equal housing Initiative programmes and capital projects by compiling required materials, writing proposals including budgets, meeting guidelines, grant practices and deadlines.
- Writes persuasive and substantive grant proposals that convey the quality and potential impact of the project being submitted for consideration and coordinates and edits additional staff contributions.
- Manages relationships and enhances funding opportunities with key granting institutions and foundations, the City of Winnipeg, and others, travelling to meetings and making requests when required.
- Initiates, develops and implements a cohesive public affairs strategy to present Equal housing Initiative in a positive light to all levels of government and develops the rationale for ongoing government support of EHI operations.
- Research charitable foundations and accordingly prepares and submits applications to the appropriate foundations for assistance.
- Research new sources of funding by compiling information and assisting the CEO in assessing the priorities of Equal Housing Initiative programs.
- Determines feasibility, through research, of securing funding through government grant programs and works with appropriate individuals to expedite applications.
- Prepares proposals, reports and letters.
- Prepares plans and projections for programmes and grants.
- Liaises with program managers to keep them informed of available grants, criteria and objectives of each, application deadlines.
- Develops an annual communication plan to deliver key messages about EHI to political and bureaucratic levels of all government and other key stakeholders.
- Initiates and implements an annual strategy to ensure public visibility at Equal Housing Initiative beyond for all levels of government, key decision-makers and stakeholders.

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- Ensures all marketing vehicles clearly reflect the appropriate recognition for government and stakeholders.
- Works with the Chief Executive Officer to advise the Board of Directors about its role in government/ stakeholder relations and works with Board members to leverage their government relationships.
- Provides strategic direction regarding the Equal Housing Initiative's overall public image and ensures that all aspects of EHI communication reflect this coherent image.
- Prepares letters and invitations for events in consultation with other departments.
- Manages the overall grant application process, secures grants, monitors their implementation and tracks results according to proposal and budget requirements and provides project oversight to ensure funded programs meet grantor expectations and requirements. Prepares grant status reports and revenue projections for review by senior staff and leadership.
- Maintains and communicates a calendar of deadlines and renewal dates, providing regular activity and status reports, including feedback from funders on proposals submitted.
- Processes contracts and agreements and secures needed approvals, prepares and submits invoices to funders for payment of grant instalments, and maintains institutional grant files, spreadsheets, and databases. Communicates and provides appropriate documentation of new awards to appropriate personnel.
- Prepares written evaluations, final reports and financial reconciliations of programs for submission to funders, based on criteria and requirements laid out by granting bodies and government departments.
- Monitors the contractual obligations of public funders and foundations.
- Maintains continuing and active relationships between Equal Housing Initiative and its funders, keeping them informed of EHI priorities and objectives, and vice-versa.
- Works closely with the Development staff to create proposal templates, solicitation letters and other written correspondence as needed.
- Attends receptions, conferences, meetings and special events to represent Equal Housing Initiative with public sector funders.

Requirements

- A post secondary degree in a related field and a minimum of 5 years experience in grants and government relations.
- Superior communication skills, verbal and written, to deal with governments at all levels and prepare proposals for funding.
- Knowledge of government grant structure is required to adhere to requirements to obtain funding.

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- Exceptional interpersonal and relationship management skills to liaise with government officials, consuls and embassies.
- Experience in managing both the political and bureaucratic levels of government and comprehensive knowledge of government process
- Solid knowledge of budgets, basic accounting/ financial understanding, ability to make financial projections, create and reconcile budgets.
- Good computer skills and knowledge of various applications (Microsoft Office Suite, spreadsheets and databases).
- This position is based in Winnipeg, but location may be flexible based on the ideal candidate. As such, candidates must be legally eligible to work in Canada. Non-Canadian applicants must have a valid employment Visa and proper documentation authorizing their ability to work in Canada on an ongoing basis.