
JOB POSTING: COORDINATOR, GRANTS ADMINISTRATION

I. ABOUT TRUE PATRIOT LOVE

True Patriot Love is Canada's Foundation for the military community, working to support military members, Veterans, and their families at every stage of their journey. By working as a trusted partner with local charities, social enterprises, the Canadian Armed Forces and the federal and provincial governments, True Patriot Love advocates for the needs of military members and Veterans and ensures resources are directed where they are needed most.

True Patriot Love works closely with sector partners to support the evolving needs of servicemembers in Regular Force, on Reserve, and in transitioning to civilian life and as Veterans. This work centers around four key pillars:

1. **Family Health and Support.** Supporting stronger military families, as spouses, caregivers, children, and youth are called upon to make profound sacrifices along with their loved ones;
2. **Mental Health & Well-Being.** Prioritizing well-being, by investing in mental health and transition programs amongst others;
3. **Physical Health & Rehabilitation.** Improving the rehabilitation and recovery journey through the power of sport, expeditions, and community-based programming; and,
4. **Communities.** Providing resources to organizations that foster connection with communities, whether it be through mentorship, volunteerism, or advocacy.

II. POSITION SUMMARY

Reporting to the Chief Program Officer, the Coordinator, Grants Administration will play a key role in maintaining up-to-date grants records, data entry and administrative functions in support of True Patriot Love and Canada's military and Veteran families. The Coordinator, Grants Administration is a mission-motivated, highly detail-oriented individual who will support the day-to-day mandate of efficient and timely grants management and liaise with our grant recipients, as required, to ensure smooth grant cycle operations, supported by the Chief Program Officer.

The Coordinator, Grants Administration is a 12-month full-time fixed-term position (*until June 2025 with the possibility of renewal*), that will work in a hybrid capacity at the Toronto based office and remotely. As a representative of the Foundation, this role will showcase well developed relationship management skills. There is no required travel.

III. KEY AREAS OF RESPONSIBILITY

Responsibility #1. Grants Administration (60%)

- Supports the Chief Program Officer in operation of all grant cycles, including launch and closure of funding opportunities; monitoring active grants.
- Reviews and responds to day-to-day administration of funding email with support from the Chief Program Officer.
- Collaborates with the Brand, Community Giving and Analytics team to develop social media postings.
- Keeps Chief Program Officer informed about all applications and impact reports received.
- Coordinates with data to ensure appropriate Salesforce entries for applications, impact reports and other relevant documents, including recording funding decisions, reporting and payment details, and financial disbursements.
- Supports coordination across all teams to ensure effective knowledge sharing for proposals, impact reports, other briefing documents, as required.
- Supports Chief Program Officer in preparing for Disbursement Advisory Committee meetings and other administrative tasks, as required.

Responsibility #2. Relationship Management (30%)

- Performs day-to-day liaison with grantees and community-based program partners to address questions and provide support, as required.
- Collects program information from community-based partners, to inform grant decisions and to ensure accountability and impact assessment on grants made.
- Drafts correspondence, including, but not limited to, funding cycle notifications, grant decision letters, and grant contracts.
- Supports the Development team to ensure donor expectations are met to the highest standards for proposals and impact reporting, including developing reports on easily accessible information from Salesforce and Excel.

Responsibility #3. Administrative Support (10%)

- Performs administrative duties as required, including meeting scheduling, coordination and compliance, and expense reports.

IV. EXPERIENCE AND COMPETENCIES

1. Demonstrated experience project management environment (up to 2 years), preferably in the not-for-profit sector; university degree or college diploma, or equivalent combination of education and experience.
2. Strong written and verbal communications skills.
3. Organized with exceptional attention to detail.
4. Works well in a small team environment, supporting colleagues when needed.
5. Passion or understanding of the Canadian military, and fluency in French (verbal and written) are assets.
6. Strong relationship building skills and ability to adapt to an ever-evolving military ecosystem.
7. Experience in CRM software applications (e.g., Salesforce) and project management tools (e.g., Asana).
8. Ability to manage multiple projects with various timelines and handle competing and changing priorities.

True Patriot Love thanks all applicants for their interest; however, only those under consideration for the role will be contacted. True Patriot Love encourages applications from all qualified candidates, including Veterans, as well as those who identify as Indigenous, Black, and racialized, people of all gender identities and sexual orientations, and persons with disabilities. Please advise in advance if you require any accommodation during the application or selection process.

Interested applicants should visit our website at <https://truepatriotlove.com/>.

E-mail applications preferred. No phone calls, please.

Salary Range: \$50,000 – \$53,000/ year

Deadline for applications: Tuesday, April 30, 2024, at 5:00PM EDT

Submit applications including a cover letter and resume to: hr@truepatriotlove.com

NOTE: To reduce the number of “spam” responses to this posting, respondents must include the following text in the subject line of your e-mail: “Coordinator, Grants Administration.”