

## **Grant Management Specialist** **Permanent, Full-time**

At United Way of Calgary and Area, we believe that united, we make the biggest difference. We're strongest when we come together to improve local lives and communities—and when we come together as a team, we passionately propel our mission forward. We're currently looking for a Grant Management Specialist to join our team.

Reporting to the Director, Community Impact & Partnerships, the Grant Management Specialist applies project management and strategic thinking skills to design and maintain an integrated granting framework that centralizes and coordinates processes for all United Way of Calgary and Area (UWCA) granting streams and aligns them with the Community Impact Strategy.

As a member of the Community Impact & Partnerships team, the Specialist works closely with leads of various granting streams as well as the Evaluation & Insights team, Finance, and Contracts & Legal, to advance United Way's grant making priorities in coordinated and consistent way.

The role manages the end-to-end workflow of granting processes—from creating and distributing application materials, organizing information sessions, coordinating application intake, conducting due diligence, coordinating application review and reporting processes, managing fund disbursement and financial tracking, ensuring accuracy and consistency of grant agreements, tracking deliverables, and close-out. Note that this is not a fundraising or fund prospecting role. The ideal candidate combines strategic project management with attention to detail and builds strong relationships while keeping stakeholders aligned.

If you are passionate about your community, aspire to make an impact, thrive in a fast-paced environment, and want to make a difference, then we're looking for you!

### **What you will do**

#### **Grant Portfolio Project Management**

- Design and maintain an integrated granting framework that centralizes and coordinates processes for all United Way of Calgary and Area (UWCA) granting streams in alignment with the Community Impact Strategy and other relevant organizational strategies.
- Manage the lifecycle of grant agreements across portfolios—from creating and distributing application materials, organizing information sessions, coordinating application intake, conducting due diligence, coordinating application review, and reporting processes, managing fund disbursements and financial tracking, ensuring accuracy and consistency of grant agreements, and close-out.
- Work with program staff and the Legal/Contracts teams to prepare reporting requirements for Schedule A of the funding agreement, ensuring they are clear, precise, and accurate.
- Ensure grant deliverables, and reporting requirements are well-documented and communicated to funded partners.

#### **Partner Liaison & Relationship Management**

- Serve as a key point of contact for funded partners, addressing questions about grant terms, reporting requirements, and payment schedules.
- Support clear, timely communication to promote consistency and reduce administrative burden for partner organizations.

#### **Compliance, Risk Management & Policy Alignment**

- Collaborate with Contracts & Legal to ensure incoming grant agreements comply with UWCA policies.

- Identify and escalate risks, inconsistencies, or compliance issues related to funded partners or agreements.

### **Tracking, Systems & Process Improvement**

- Maintain accurate records of key dates, reporting deadlines, payments, and deliverables.
- Work with Evaluation team to align reporting requirements with organizational data needs.
- Recommend and support improvements to granting processes to enhance efficiency, clarity, and equity.

### **Collaboration Across Teams**

- Work cross-functionally with Program, Evaluation, and Operations staff to embed effective granting practices across UWCA.

### **Other Duties**

- Contribute to special projects or operational priorities related to granting as needed.

## **What you will bring**

### **Experience:**

- Bachelor's degree in business administration, nonprofit management, public policy, or related discipline; or equivalent experience.
- Project management experience in non-profit or public sector.
- Experience in grant management, contract administration, or managing structured processes in the nonprofit, public, or philanthropic sector.
- Strong technical writing skills with experience preparing schedules to agreements that outline reporting requirements, as well as developing guidance materials or structured documentation.
- High level of accuracy and attention to detail; able to manage multiple grants and timelines simultaneously.
- Strong interpersonal skills with experience liaising with community partners or multi-stakeholder groups.
- Proficiency with Microsoft Office (Excel, Word, PowerPoint) and ability to learn new systems quickly.
- Knowledge of nonprofit sector operations, CRA guidelines, and grant compliance is an asset.

### **Attributes:**

- **Detail-oriented & organized:** Able to manage numerous agreements, deadlines, and compliance requirements.
- **Collaborative:** Comfortable working across teams including Programs, Legal, Finance, and Evaluation.
- **Strategic problem-solver and systems thinker:** Sees connections across agreements and funding streams, anticipates issues, and proposes practical improvements. Combines big picture thinking with attention to detail.
- **Equity- and relationship-focused:** Ensures fair, transparent, and accessible granting processes.
- **Adaptable:** Thrives in a fast-paced, evolving granting environment.

## **Work Environment**

Our team values the flexibility that hybrid work offers, while also recognizing the importance of in-person collaboration. Our office is located in Calgary and employees are expected to work in the office on Tuesday, Wednesday and Thursday. Our hybrid approach strengthens our culture of collaboration, innovation and



learning while being flexible where possible.

### **United, we make the biggest difference**

United Way is a not-for-profit organization that has played a vital role in our community for 85 years. As a social impact organization, our mission is clear: we mobilize communities for the common purpose of working together to create lasting social change.

In addition to meaningful work where you can have an impact, United Way also offers a comprehensive compensation, benefits and time off package, a hybrid work environment, and a variety of professional development opportunities.

### **Our Commitment to an Inclusive Culture**

We are committed to creating an inclusive culture where everyone feels valued and respected, and that reflects the diverse community we serve. We welcome applications from all qualified candidates and encourage candidates with diverse backgrounds, experiences, styles, and abilities to apply. If you require accommodation at any stage of the hiring process, please let us know.

### **To Apply**

Send **cover letter, resume and salary expectations** by 4:00 pm May 21, to [hr@calgaryunitedway.org](mailto:hr@calgaryunitedway.org)

Subject Line: Grant Management Specialist - Your Name.

To learn more about the United Way of Calgary and the Area, please visit our website at [www.calgaryunitedway.org](http://www.calgaryunitedway.org).

**We thank all applicants for their interest and effort in applying for this position, however, only those being considered will be contacted.**