



WILDLIFE HABITAT CANADA

Wildlife Habitat Canada is a national, non-profit, charitable conservation organization that works to conserve, restore and enhance wildlife habitat in Canada by funding habitat conservation projects, providing conservation leadership and promoting the benefits and contributions of waterfowl hunting.

Position Title:	Grant Administrator (Bilingual preferred)
Job Type:	Full-time permanent, with benefits
Salary:	Commensurate with qualifications and experience (Range \$45,000-\$55,000)
Location of Work:	247 – 2039 Robertson Road Ottawa, ON K2H 8R2
Geographic Location:	Eastern Ontario (Ottawa)

Job Description:

Reporting to the Program Manager, the Grant Administrator is responsible for the overall administration of our grant program.

The Grant Administrator works with Program staff and partner organizations to collate information for the program. The Grant Administrator also works closely with Finance staff to support financial reporting under the program, and provides Communications staff with program content and information for communication and outreach opportunities.

The Grant Administrator must be able to manage, understand and interpret complex data, and be prepared to provide summarized information for various audiences.

The Grant Administrator will be expected to develop an excellent knowledge of program requirements and the application of the program implementation rules, and identify areas of improvement for program efficiency.

- Prepare call for proposals, application templates and any other program materials. Oversee the grant application process and support applicants.
- Review grant applications for compliance with program requirements and prepare package of grant applications for distribution to application review panel.
- Schedule and convene teleconference meeting of the application review panel.
- Prepare funding recommendations for approval.
- Prepare and distribute response letters to applicants regarding the outcome of their grant application.
- Prepare funding agreements and maintain regular contact with approved grant recipients.





- Maintain detailed tracking system and electronic and paper files.
- Prepare reporting templates and distribute to grantees.
- Review and approve grantee reports. Ensure funded projects comply with grant program requirements and reporting requirements.
- Track progress towards completing deliverables.
- Review grantee invoices and expenditures for accuracy and consistency with program eligibility. Ensure the funds for approved invoices are transferred to recipients in a timely matter, in accordance with established payment schedule.
- Work closely with Program Manager and Finance staff to review funded projects, on a spot-check basis and more detailed audits, to ensure all deliverables have been met, all systems are up-to-date and funds have been spent as approved.
- Prepare grant program reports for Environment and Climate Change Canada and complete all grant-program tasks required by the Contribution Agreement.
- Report grant program achievements in the National Tracking System, as required.
- Ensure that grant program activities are coordinated with the activities of other departments/components (i.e. partnership development, communication, corporate services) of the organization.
- Conduct annual program review.

Other Responsibilities

- Prepare grant project information for use on WHC website and social media pages, and inclusion in Annual Report.
- Update grant program documents and templates for WHC website.
- Assist in the preparation of program correspondence, background materials, reports, etc. for distribution to the public, WHC's Board of Directors, Environment and Climate Change Canada, etc.
- Provide support to the Program Manager, as required.
- Other duties, as assigned.

Competencies:

- Proficiency with MSExcel, including formulas, filters and linked worksheets;
- Working knowledge of MSWord, MSPowerPoint, Outlook;
- Strong attention to detail and extremely organized;
- Problem-solving skills, ability to make decisions, sound judgement;
- Strong communication skills, written, verbal, listening;
- Proactive, able to anticipate and plan for future needs;
- Ability to foster good working relationships to achieve success;
- Basic knowledge of accounting;
- Knowledge of conservation science, securement, stewardship, and/or species at risk considered a strong asset;
- Ability to manage competing and changing demands and priorities;





- Ability to work independently as well as part of a team;
- Basic knowledge/experience with Wordpress or similar programs considered an asset.

Education and Experience:

- Post-secondary education (university or community college) in business management, ecology or other related disciplines, or a combination of education and relevant experience;
- Demonstrated interest in the environment, wildlife conservation and natural sciences;
- Project management skills;
- Previous experience working for a conservation organization with a particular emphasis on conservation data management, financial data management and analysis considered an asset;
- Bilingualism (English/French fluency, written and oral) preferred.

To Apply:

Please submit a cover letter outlining how your skills, knowledge and experience make you a good candidate for this position, and resume (MSWord or PDF only) by email to grants@whc.org by March 27, 2019.

We thank everyone who applies for their interest; however, only candidates selected for an interview will be contacted.

