| **Job Title:** | Grant Coordinator  | **Job Class:**  | Coordinators  |
| --- | --- | --- | --- |
| **Division:** | Finance  | **Department:** | Finance  |
| **Reports To:** | Vice-President Finance  | **Term:** | N/A |
| **Job Description** |
| **Position Summary:**The Grant Coordinator is responsible for researching, writing, and submitting grant applications to support Pride Winnipeg’s mission and programs. They ensure timely and accurate reporting to funders and collaborate with the Fund Development team to secure financial resources for the organization.**Duties & Responsibilities:*** Research and identify potential grant funding opportunities that align with Pride Winnipeg’s mission.
* Write, review, and submit grant proposals, ensuring all applications meet the required guidelines and deadlines.
* Develop and maintain a comprehensive database of grant opportunities, deadlines, and requirements.
* Prepare supporting documentation and financial information as needed for grant submissions.
* Ensure timely submission of grant proposals and track the status of all applications.
* Collaborate with the Finance team to ensure compliance with grant requirements and appropriate fund allocation.
* Provide regular updates to the President and Board of Directors on grant status, reporting requirements, and outcomes.
* Maintain a reporting schedule for grantors and ensure that all reporting requirements are met.
* Build and maintain relationships with funders, grantors, and potential sponsors.
* Stay current on trends in grant funding, nonprofit best practices, and funding strategies to improve grant acquisition.

**Skills/Qualifications:*** Experience in grant writing and fundraising, preferably in a nonprofit environment.
* Strong research and analytical skills to identify potential funding sources.
* Excellent written communication skills, with the ability to craft compelling grant proposals.
* Strong attention to detail, ensuring compliance with all grant requirements and deadlines.
* Ability to work independently, take initiative, and prioritize tasks effectively.
* Collaborative, with the ability to work across departments and with external partners.
* Passion for Pride Winnipeg’s mission and the ability to communicate this effectively to funders.
* Self-motivated, organized, and able to manage multiple projects at once.
 |
| **Last Updated On:** | 02-01-2025 | **Updated By:** | Brittney Frias |