



PRINCE GEORGE  
COMMUNITY  
FOUNDATION  
all for our community.

**Job Description: Community Grants Coordinator**

Reports to: Executive Director  
Location: Prince George, BC  
Salary Range: \$65,000 - \$70,000  
Hours per week: 35 hours Monday - Friday

**About The Foundation**

The Prince George Community Foundation (the Foundation) is a philanthropic organization that manages endowed funds and assists donors in distributing funding toward projects that meet our community's needs and most pressing challenges. Founded in 1995, the Prince George Community Foundation is an independent, volunteer driven, charitable organization that brings together people who care about their community.

**Position Overview**

The Grants Coordinator is responsible for facilitating the Foundation's annual grants program and any other regional and national programs that the Foundation participates in. The Grants Coordinator will also be responsible for Community Foundation activities associated with administrative tasks.

The Grants Coordinator will work with the Foundation's Development and Marketing Manager on emails, newsletters, website updates and social media posts and other community-based communications channels as necessary.

The position requires a highly organized individual with excellent communication skills, technical/software skills, and office administrative experience. As a member of the Foundation's high performing team, the Grants Coordinator embraces the mission of the Foundation and effectively promotes and communicates its values, vision and mission.

**Key Responsibilities: Grants**

- Outreach and support to local charities/NFPs to ensure equal opportunity to apply for various funding opportunities.
- Participates in the planning, delivery and evaluation of the Foundation's grants programs including, but not limited to:
  - Semi-Annual Grant Cycles
  - Federal and Provincial grant programs
  - Community Foundations of Canada grant programs
  - Additional grant programs for designated funds



- Coordinates Grant Committee meetings
- Works closely with the Foundation's current team to strategically leverage granting/community investment opportunities to benefit the community
- Manages existing grant cycles using the Foundation's grants management software
- Maintains and develops grant distribution information and organizes the data for the retrieval of reports.

#### **Key Responsibilities: Administrative**

- Provides administrative support to the Executive Director, through the organization of meeting materials, internal communications, and the preparation of documents, minutes, reports and other information.
- Ensures efficient operation of the Foundation office, maintains office supplies, mailing, and maintains paper files and computer network files etc.
- Assists with stewardship of donors through the updating of contact information, correspondence, fund reports and invitations, as well as friendly conversation with a wide variety of stakeholders, including answering phones and emails.
- Assists with the organization of the foundation's special events, including coordination of tickets, ticket sales, database entry, invites, venue set-up, pamphlets, and other details.
- This position will be the front-facing office coordinator during office hours:  
Monday – Friday, 9:00am – 2:00pm.
- Other duties as assigned

#### **Required Experience, Skills, and Qualifications**

- Degree or post-secondary education
- A strong track record with 2+ years of working within the charitable sector, granting experience is preferred
- A proven commitment to excellence in community development
- Proficiency with Microsoft Office software
- A highly effective communicator with strong interpersonal skills, verbal communication and writing skills
- Demonstrated willingness to take ownership of projects and programs while working seamlessly within a positive team environment

**Accessibility Statement:** The PGCF is committed to upholding the values of equity, diversity, and inclusion in our living, learning and work environments. In pursuit of our values, we seek members who will work respectfully and constructively with differences and across levels of power. We encourage all applications including members of groups experiencing barriers to equity.

#### **Submissions**

Please submit resumes by email to [info@pgcf.ca](mailto:info@pgcf.ca) by 4pm on March 20<sup>th</sup>, 2025