

KGH Foundation

Job Description – Granting Coordinator

Position - Full-time

Reports to – CFO, KGH Foundation

Summary –

The Kelowna General Hospital Foundation provides a wide variety of support to Kelowna General Hospital, associated healthcare facilities and community healthcare programs. To provide this support the KGH Foundation must respond to requests for funding in a fair and timely manner, manage a program to evaluate the merits of applications, provide appropriate notice and tracking of grants, follow through on grant status, and evaluate and disseminate the value of grants provided.

The Granting Coordinator is the Foundation's Finance team member who has accountability for internal and external grant management. The Granting Coordinator is directly responsible for several granting streams by providing support to staff and volunteers involved in adjudication. The Granting Coordinator will develop, implement and maintain all grant processes, participate in grant adjudication and perform the day-to-day financial tracking, monitoring and reporting of all grant commitments. This includes full cycle responsibility for grant management from receiving grant requests, processing approved grants, ensuring grant completion on a timely basis and grant impact reporting. Through use of the Foundation's finance system the Granting Coordinator will provide accurate commitment tracking and reporting to the CFO and key stakeholders.

Candidates must have a business or accounting certificate, diploma or equivalent practical experience. Previous experience working in a not-for-profit/granting environment would be beneficial.

Requirements:

- Previous accounting/business experience
- Computer skills in MS office (Excel and Word)
- Self-motivated with strong analytical skills

- Ability and willingness to develop, implement and maintain new programs
- Attention to detail, excellent communication skills and ability to multi-task
- Desire to learn

This position is a full time position with a 37.5 hour work week. If you have a strong desire to work effectively within a professional team, we invite you to submit your cover letter and resume for consideration by email to: lori.uzelman@interiorhealth.ca

Only selected candidates will be contacted. Posting closes February 15, 2019

Core Competencies

- Building Good Working Relationships
- Valuing Contributions of Others
- Positive Interactions and Feedback
- Team Work
- Quality Orientation
- Time Management
- Adaptability/Flexibility
- Creative and Innovative Thinking
- Problem Solving
- Result Focus
- Accountability and Dependability
- Accurate and Detail Oriented

Job Duties

- Assist Foundation staff with calls for proposals for granting programs,
- Develops, implements and maintains the overall grant management tracking system for all project/grant commitments in process including:
 - Kiwanis Legacy Funds Grants
 - Endowment Grants program
 - PFCC Grants program
 - One-time capital grants
 - Campaign related grants
 - External agency grants
 - Other granting programs as developed
- Receive all requests for grant support,
- Determine applicability and funding sources,
- Create and manage adjudication process for all grants requested,
- Communicate grant decision to applicant,
- Facilitate Funding Confirmation Form approvals for internal grants,
- Review and process all invoicing related to approved grants,
- Manage medical equipment PST rebate process including annual filing,
- Liaise with Interior Health and grantees regarding status of equipment / projects funded,
- Follow-up on outstanding invoicing against grants,
- Maintain an accurate up to date ledger of all commitments against available resources,
- Create and manage evaluation process for all grants,
- Maintain accurate historical records of grants provided,
- Manage identification and labelling of funded equipment,
- Manage the asset naming process related to gift recognition,
- Assist the CFO in preparation of data for financial reporting,
- Assist with provision of financial information to authorized representatives.
- Assist KGH Foundation Financial Services office and other duties as assigned.

Requirements

- High level of ability to manage effective working relationships.
- Effective attention to detail and a high degree of accuracy.
- High level of integrity, confidentiality, and accountability.
- Sound analytical thinking, planning, prioritization, and execution skills.
- Ability to work confidently under pressure to deadlines.
- Flexibility to perform other job requirements.
- Strong interpersonal skills and ability to coach or mentor others.
- Ability to understand complex issues and maintain effective and cooperative working relationships with key stakeholders.

Working Conditions

- Manual dexterity required to use desktop computer and peripherals.
- Overtime as required with time off in lieu of pay.