

Grants Director

COMPANY DESCRIPTION

We are a non-profit organization with over 1,000 members and a 25-year history of providing programs and services that are affordable and accessible to a wide cross section of community members. Our mission is to enrich and empower the diverse communities of Northern Hills through advocacy, providing programs and services, supporting opportunities for engagement, and therefore enhancing quality of life.

DESCRIPTION

The Board of Directors is the legal authority for the Northern Hills Community Association. As a member of the Board, the Grants Director is in a position of trust for the community and is responsible for the effective governance of the organization. Governed by the Mission Statement and working within the policies and procedures of the Association, the Grants Director handles all aspects of identifying, applying, and tracking grants for the NHCA.

- Unpaid Volunteer Director Position
- Start Date: Flexible
- Remote Work
- Time Commitment: Average 5 to 10 Hours per week
- Length Commitment: Elected term of 2 years

RESPONSIBILITIES

- Chair the Grants committee.
- Attend and prepare for Board meetings to discuss key issues and provide strategic guidance and governance on grant topics to the Board of Directors.
- Identifies new potential sources of income such as grants or other funding opportunities.
- Tracking existing grants by utilizing internal reporting systems, writing reports, maintaining historical records, and liaising with NHCA staff and grant committee to ensure grant conditions are met.
- Complying with grant reporting as required by donors.

REQUIREMENTS

- Resident of the Northern Hills community: Country Hills, Country Hills Village, Coventry Hills, Harvest Hills, and Panorama Hills.
- Previous volunteer or professional experience in grant writing, and/or government or corporate subsidies.
- Demonstrated leadership, creativity, resourcefulness, and excellent ability in planning and communicating.
- Well-developed project management skills with strong attention to detail and demonstrated time management skills.
- Strong interpersonal and relationship management skills and ability to represent the NHCA in a professional manner.
- Proficient in MS Office 365.

DIVERSE

VIBRANT

INCLUSIVE

SUSTAINABLE



@northernhillscalgary



@northernhillscalgary



@northernhills

www.nhca.ca



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(403) 226-6422 | info@nhca.ca

*Serving Country Hills, Country Hills Village, Coventry Hills,
Harvest Hills and Panorama Hills*

BENEFITS OF VOLUNTEERING

- Receive an NHCA Membership (local business discounts, program discounts and more!)
- Join a community platform to pursue your passion and make a difference in your community.
- Gain volunteer hours and a deeper connection with the Northern Hills community.
- The opportunity to network with a talented leadership team and Board.
- Continue to develop interpersonal skills or apply your skills to help your community.

APPLICATION

Submit your application with your resume, cover letter and qualifications to volunteer@nhca.ca.

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, degree completion, or disability status.

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