

Project Information

Grants Officer (NWT Based)

We're looking for someone with extensive grant experience who also understands what it's like to do non-profit or charitable work in the Northwest Territories. This contract is for a specific client project for an organization based in the Northwest Territories.

We're a consulting firm specifically for non-profit organizations. We help non-profits with governance and leadership, project coordination and management, fundraising and fund development, and so much more. We do all this while trying to challenge non-profits to bring equity, social justice and anti-oppression into their boardrooms and operations.

While our team is all over the place, our CEO tends to share their time between Yellowknife and Regina. We have tons of projects with clients in both the NWT and in Saskatchewan, and a few other projects across the country. For this role, we're looking for someone who is based in the Northwest Territories.

You should send us your CV and cover letter if:

- You have experience working in non-profits in the Northwest Territories.
- You're really familiar with granting processes and systems, including government grants.
- You are passionate about community building, and supporting Northern non-profits in better serving their communities.
- You know a lot about equity, anti-oppression, feminism, and social justice communities.

(You should send us your CV and cover letter, even if these things don't sound like you, but you're still excited about this opportunity.)

About the Position

- **This is a contract role.** This is a contractor position, not employment, meaning that you're responsible for your own equipment and invoicing us for your time.
- **We're looking to bring someone onto the team as one of our consultants, but the bulk of the work will be for a specific client project.** We've been supporting this client for a while, and we need someone with unique skills to help us continue this project.
- **We anticipate this role to require anywhere between 10 to 20 hours a week, from now until March 2025.**
- **The hourly rate we're paying contractors is between \$30 and \$35 per hour, depending on experience.** This is in line with internal policies about rates, based on a skills self-assessment that we have all incoming team members complete.

Yellowknife Office
200 - 5112 52nd Street
Yellowknife, NT
X1A 1T6

Regina Office
2138 McIntyre Street
Regina, SK
S4P 1K2

About i+d

- **We are a values-based consultancy.** We expect everyone on our team to share our commitment to anti-oppression and equity. We don't need you to be an expert on these things, but we expect you to be ready to learn.
- **We work mostly from home, all online.** All of our work is done online, mostly using Google Drive and project management software. This means that you'll get connected to all of our online tools.

Project Deliverables

1. Grant Program Administration

- a. Review existing grantee files and ensure appropriate digital storage of documentation.
- b. Implement and oversee the entire lifecycle of the grant program, ensuring adherence to project and funding guidelines.
- c. Collaborate closely with the Project Lead, project stakeholders, and the finance team to guarantee the accurate tracking and disbursement of grant funds.
- d. Monitor and ensure compliance with grant program guidelines, reporting deadlines, and project milestones.
- e. Prepare comprehensive reports on grant activities, financial status, and project outcomes for internal and external stakeholders.

2. Grantee & Stakeholder Engagement

- a. Serve as the primary point of contact for grant-related inquiries and support.
- b. Establish and maintain strong relationships with project and client stakeholders.

Minimum Requirements

- Two to five years of experience in the non-profit sector, ideally related to granting or funding.
- An established understanding of anti-oppression, equity, diversity, and inclusion principles, with a commitment to applying these principles in the consulting process.
- Excellent communication and interpersonal skills, with the ability to build and maintain strong client relationships.
- Based in the Northwest Territories.

Interested?

To apply for this role, please send the following to info@ivydeanconsulting.ca by February 2nd 2024 at 11:59pm MST. You can address your application to Mx. Jacq Brasseur, CEO, at Ivy + Dean Consulting:

- a written cover letter
- a full curriculum vitae
- a non-profit related meme you love

At Ivy + Dean, we have three consultant tiers for our team members who work to support client projects: Jr. Consultant, Consultant, and Sr. Consultant. We are hiring for a consultant to come on board for this specific client project, however any individual who we bring on will undergo a self-assessment and will be assigned a consultant category based on their experience.

Please indicate in your application any languages you can understand, write or speak in.

We encourage you to include information in your cover letter articulating your connection to the Northwest Territories, how your professional and lived experience could contribute to non-profit consulting work, and how your values align with the values at Ivy + Dean.

As a queer-owned consulting firm that values equity and challenging systemic oppression, we invite all applicants to self-disclose as a member of an equity group that faces barriers when gaining meaningful employment.

All candidates who are selected for an interview will receive an honorarium for their participation. We will be hosting rolling interviews, and are encouraging candidates to apply as soon as possible.

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