



Coordinator: Grants and Stewardship

Job Description

Type of Position: Full Time, Permanent

Hours of Work: 37.5 hours/week, Monday- Friday

Location: Hybrid- Remote and On-site

Wage Range: \$45,000.00- \$50,000.00

Benefits: Extended Health and Dental Benefits, RRSP Matching, Life Insurance, Paid Parking, Wellness Reimbursement Program

About the Central Okanagan Foundation

The Central Okanagan Foundation (Foundation), is a registered charity dedicated to enhancing the quality of life in the Central Okanagan through philanthropy, grant making and community leadership. Founded in 1977, the Foundation has been a catalyst for change in the region, serving the communities of Kelowna, West Kelowna, Peachland and Lake Country.

General Accountability

Reporting to the Manager of Grants & Community Initiatives in the management and delivery of the Foundation's grant programs and community initiatives, contributing to overall program effectiveness and efficient delivery. This position also assists the Chief Executive Officer, in planning and coordinating donor relations activities to help the Foundation cultivate better relationships with its donors, expand fund development opportunities and grow the Foundation's profile and impact in the community.

Key Responsibilities

- Assist the Manager of Grants & Community Initiatives in developing, managing, delivering and promoting the Foundation's grant programs and various community initiatives. Ensure the grants review and selection process operate in a manner that is responsible, professional, transparent, financially sound, participatory, sensitive to local needs, culture and in accordance with the Central Okanagan Foundation policies and procedures.
- Assist in the provision of technical and logistical support in the grants review and selection process to ensure it is in compliance with the various policies, financial guidelines and budget requirements of the Foundation.
- Work with the Manager of Grants & Community Initiatives and the Grants Ad Hoc committee to strategize and operationalize the grant streams supportive of the Foundation's Strategic Plan.

- Contribute to the development of a monitoring and evaluation framework and assists in its implementation including baseline data gathering, monitoring and evaluation strategies and systems to effectively project results.
- Facilitate regular communication with grantees, maintains cooperative partnerships between the Foundation and the grantees and other possible partners.
- Help maintain a current, reliable and accurate CRM system.
- Participate in the annual work planning and budgeting process for the Foundation grant programs.
- Assist the Manager of Grants & Community Initiatives in the preparation and writing of progress and annual reports.
- Assist the Manager of Grants & Community Initiatives with the preparation and the production of reports/ summaries for distribution to the Foundation's Board of Directors.
- Lead the promotion, intake, review, and distribution process for scholarships managed by the Central Okanagan Foundation, ensuring a smooth experience for applicants and alignment with donor intentions.
- Prepare meeting materials for and take minutes for grants meetings.
- Develop information materials for the City of Kelowna and the Foundation's grant information sessions.
- Participate in the planning, delivery and evaluation of the Foundation's development program, in accordance with ethical fundraising principles.
- Work closely with the Foundation's current team to be strategic about how best to steward existing donors and prospects.
- Support the Chief Executive Officer and other team members in implementing donor relations practices.
- Provides exceptional stewardship to donors and fundholders to help them meet their philanthropic goals, including leveraging information from grant applications to identify alignment with donor interests, providing timely updates, follow-up, and tailored funding opportunities to support donor stewardship and engagement.
- Enhance the Foundation's Planned Giving strategy, to include the engagement of Professional Advisors.
- Help develop and execute the Foundation's Corporate Partnership strategy.

Required Experience, Skills, and Qualifications

- A strong track record with 3+ years of administrative experience within the charitable sector.
- Demonstrated ability to develop and implement strategy.
- A proven commitment to excellence in grantmaking and donor stewardship.
- High level proficiency with databases, Microsoft Office software and various online tools.
- A highly effective communicator with strong interpersonal skills, verbal communication and writing skills.
- A reputation for personal integrity and the highest ethical standards.
- Demonstrated willingness to take ownership of projects and programs while working seamlessly within a positive team environment.

Other Requirements

- Drivers License and vehicle that can be used for employment purposes.
- Ability and willingness to travel within the Central Okanagan when required.
- Ability to work from home with high-speed internet access.

Submission

Your complete application package must include a cover letter, resume, and the names of 2 work -related references. Please ensure that “Grants and Stewardship Coordinator” is quoted in the email subject line. Submit applications to Kristine Bugayong, Chief Executive Officer at admin@centralokanaganfoundation.org on or before May 8, 2025.

Only those selected for an interview will be contacted. We are committed to employment equity and encourage applications from all qualified candidates.