



## JOB DESCRIPTION | Partnerships Manager

### The Canadian Race Relations Foundation

The Canadian Race Relations Foundation (CRRF) was created in 1996 to reaffirm the principles of justice and equality for all in Canada. The CRRF's mandate is to facilitate throughout Canada the development, sharing, and application of knowledge and expertise to eliminate racism and all forms of racial discrimination in Canadian society.

Working closely with and reporting to the Director of Partnerships and Research, the Partnerships Manager will design, develop and deliver granting programs for the CRRF. The Partnerships Manager duties will be responsible for developing and managing grant programs, developing and optimizing the grant administration process, including drafting the call for proposals, receiving proposals, and supporting the decision making process. The manager will also prepare progress reports, ensuring compliance with grant regulations, engaging with the internal finance team for payments, and educating staff on policies and procedures.

#### Position Summary

<b>Job title</b>	Partnerships Manager
<b>Job classification</b>	Unionized
<b>Employment Status</b>	Fulltime salaried contract until March 31, 2025
<b>Hours</b>	35 hours per week Ability to travel and attend weekend, early morning and evening meetings as required
<b>Work location</b>	Toronto, Ontario; hybrid working setting but may return to on site where applicable
<b>Salary</b>	<b>\$76,125 per annum.</b> CRRF is a unionized workplace and the position and its salary are subject to a Collective Agreement.

CRRF offers a comprehensive benefits package, which includes three weeks of vacation, two Personal Floating Days, sick days and 4% of annual income towards RRSP plan, and life, disability, medical and dental care insurance.

**Probationary Period** 90 days.

#### Responsibilities:

- Designing and developing grant programs in close collaboration with the Director of Partnerships and Research
- Lead the internal team in developing processes for the granting streams in adherence with the necessary compliance policies and defined timelines
- Initiate the call for proposals, receive proposals and support the decision making process.
- Optimize and evaluate the grant administration process
- Managing timelines and deliverables to ensure on time delivery of the grants program.
- Create and maintain tracking documents to keep the team updated on progress
- Ensure all project milestones and outcomes are met, or exceeded, through meticulous monitoring, troubleshooting, and communication amongst team members
- Set deadlines, assign responsibilities, and will bring viable, implementable solutions to projects

#### Other Accountabilities:

- Keep abreast of relevant issues.



- Develop and maintain professional networks and relationships in this sector
- Perform other job-related duties as assigned

#### **Qualifications:**

- Fluently bilingual (verbal and non-verbal) in French is an asset.
- Degree or diploma (or equivalent experience) in business administration, non-profit management, philanthropy, or related field.
- Minimum 3-5 years of recent related experience in managing grant projects.
- Experience working with potential grant recipients and responding to inquiries.
- Working knowledge on ensuring compliance with grant regulations; tracking and budgeting experience.
- Excellent interpersonal and communication skills (written and verbal) with proven ability to manage multiple internal and external stakeholders
- Methodical and strategic thinking; thorough, reliable and accurate.
- Familiar with project management and reporting.
- Excellent planning, organizational and problem solving skills.
- Pro-active and takes initiative to drive results
- Able to work under stress and conflicting timelines, when necessary
- Proficiency with Microsoft Office (Outlook, PowerPoint, Word, Excel) and other digital tools and applications. Comfortable using Zoom and other platforms as required for hosting online meetings and events.
- Knowledge of community groups, agencies, and non-profit organizational culture.
- Ability to work independently and in a team
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.

#### **To Apply:**

Please send cover letter and résumé by **May 2, 2023**:

Veronica Xie  
HR Advisor  
Email: [hr-rh@crrf-fcrr.ca](mailto:hr-rh@crrf-fcrr.ca)

Some essential and other qualifications will be assessed through your application process.

Proof of eligibility to work in Canada , education, and three professional references from your previous supervisor and coworkers will be requested if you are considered for the position.

Interviews will be held via Zoom. While all applications are appreciated and will be handled in the strictest confidence, only those candidates short-listed for an interview will be contacted. CRRF may cancel, postpone, or revise employment opportunities at any time.

CRRF values diversity and is committed to fostering an environment of inclusion and cross-cultural sensitivity. We encourage applications from Indigenous people, racialized people, people with disabilities, people from gender and sexually diverse communities and/or people with intersectional identities.

We accommodate people with disabilities throughout the recruitment and selection process. Please indicate your need for accommodation in your application.