



## **Job Title: Foundations and Grants Specialist**

Department: Development

Reports to: Director of Development and Marketing

Direct Reports: No direct reports

Status: Full-Time Salary Range: \$61,000-\$71,000 Per Annum plus comprehensive extended Health and Dental Benefits

Vacation: Three weeks paid vacation, pro-rated for partial years of service.

Location: Toronto, ON

Hours: Full-time 37.5 hours per week, in office.

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### **Position Summary**

The Foundations and Grants Specialist is responsible for overseeing North York Harvest Food Bank's foundation revenue targets and supporting the overall grants strategy.

This individual will assist in identifying, cultivating, soliciting, and stewarding donors and prospects within the foundation giving portfolio while building and maintaining key relationships. Working closely with the Director of Development and Marketing and other team members, the Specialist will manage the entire grants process, from identifying funding opportunities to proposal development, grant submission, and reporting.

This role requires strong research and writing skills, excellent project management abilities, and a deep understanding of foundation and grant funding.

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### **Key Responsibilities**

#### **Research and Identify Funding Opportunities**

- Conduct research to identify potential grant opportunities aligned with North York Harvest's mission, vision, values, programs, services, and projects.
- Collaborate with staff and team members to identify strategic initiatives and funding sources.
- Stay up-to-date on trends, regulations, and best practices in institutional funding to enhance grant success.

#### **Proposal Development**

- Lead the development of compelling grant proposals in collaboration with North York Harvest Food Bank teams.
- Write and edit clear, persuasive, and accurate grant applications, ensuring alignment with funder guidelines and deadlines.

- Ensure all applications reflect the mission, vision, values, and strategic priorities of North York Harvest Food Bank.
- Where appropriate, collaborate with external partners and agencies on joint grant applications.

### **Grant Application Management**

- Oversee the entire grant application process, ensuring deadlines, deliverables, reporting, and recognition requirements are met.
- Coordinate with internal teams to gather the necessary data for grant proposals, including program outcomes and impact metrics.
- Maintain detailed records of all grant applications, proposals, correspondence, and reporting on Raiser's Edge and Monday.com.

### **Relationship Cultivation and Stewardship**

- Cultivate and maintain strong relationships with institutional funders, including foundations and government agencies.
- Attend networking events, conferences, and funder meetings to remain connected with potential grant opportunities and funding priorities.
- Liaise with funders to clarify proposal requirements, provide additional information, and address questions or concerns.

### **Grant Reporting and Compliance**

- Ensure timely and accurate reporting to donors, including narrative and financial reports, in accordance with grant agreements.
- Monitor grant compliance to ensure adherence to funder restrictions, reporting deadlines, and other requirements.
- Collaborate with teams, such as finance, communications, and data teams, to track grant funds, expenses, and donor recognition.

### **Collaboration and Strategic Planning**

- Engage in strategic planning with the development team and colleagues to align foundation and grant strategies with overall fundraising goals.
- Develop and implement processes to improve efficiency in grant pipeline management, donor cultivation, and data entry using Raiser's Edge and Monday.com.
- Contribute to cross-departmental efforts to secure and steward foundation and government funding.

## Qualifications

- **Experience:** Minimum 2-3 years of experience in grant writing, fundraising, or related roles, with a proven track record of securing grants from foundations and government agencies.
- **Project Management:** Strong ability to manage multiple projects and deadlines with excellent organizational skills and attention to detail.
- **Writing and Communication:** Exceptional written and verbal communication skills, with the ability to craft clear, compelling grant proposals and reports.
- **Research Skills:** Demonstrated research skills to identify funding opportunities and stay updated on sector trends.
- **Relationship Building:** Strong interpersonal skills with the ability to build and maintain relationships with funders, donors, and stakeholders.
- **Technology Proficiency:** Experience with Raiser's Edge or other fundraising databases, Monday.com and grant management software is preferred.

## Working Environment and Conditions:

- Full-time position, requiring the ability to work evenings and weekends as needed.
- Physical environment: Typical office setting and equipment, with work in multiple office and community settings, including shared spaces with artificial lighting.
- Required to work on-site. Resources and equipment for remote work will be provided and must be returned at the end of employment.
- Stable internet connection is required for remote work.
- Physical demands may include lifting up to 30 lbs. and extended periods of desk work.

## Why Join Us?

- Competitive salary and comprehensive benefits package.
- Meaningful work that directly contributes to reducing food insecurity and poverty.
- Opportunities for professional growth and development.
- A supportive and inclusive workplace culture committed to fostering diversity and equity.

## Application Process:

If you're ready to make a real difference in your community, join our team at North York Harvest Food Bank. All interested candidates should submit a PDF cover letter and resume to Natasha Bowes, Director of Development and Marketing, at [natasha@northyorkharvest.com](mailto:natasha@northyorkharvest.com) by April 25, 2025. Please include **Foundations and Grants Specialist** as the subject of your email.

Applicants must be legally eligible to work in Canada. North York Harvest Food Bank is committed to employment equity and encourages applicants from equity-seeking and equity-deserving groups. We value lived experience as highly as formal education and encourage members of the NYHFB community—employees, volunteers, community partners, and clients—to apply. We strive for a workplace that reflects the diversity of the community we serve and live in. NYHFB has an accommodation process in place.

Applicants requiring accommodation due to a disability or medical need are encouraged to inform us in advance. All information related to accommodation requests will be treated with confidentiality.

**We appreciate all applicants; however, only those selected for an interview will be contacted.**