



JOB OPPORTUNITY

GRANTS AND PARTNERSHIPS MANAGER

Full-time | Annual Salary Range \$70,800-\$82,600

ABOUT SIERRA CLUB BC

Sierra Club BC (SCBC) is the longest-running environmental charity in B.C. with over 55 years of experience speaking up for forests, biodiversity and a stable climate. From the grassroots to the forest canopy, from the classroom to city hall, we work alongside communities to build a brighter future for the people and places we love.

We are committed to justice, diversity, equity, and inclusion in both our hiring practices and work environment. We encourage women, people of Indigenous ancestry, people of colour, and LGBTQIA2SP individuals and members of other diverse communities to apply for careers with our organization.

ABOUT THE ROLE

We are seeking a Grants and Partnerships Manager to join our team. The ideal candidate will develop and lead a grants program that maximizes revenues generated from our grants portfolio (corporations, foundations, and government granting agencies) as part of building overall financial sustainability for the organization. Reporting to the Executive Director, this position contributes significantly to securing funds to support and advance the Sierra Club of British Columbia Foundation's mission.

This position is primarily remote but with regular in-person events in Vancouver and Victoria. These events include staff retreats, smaller staff meetings, local events, and donor and partner meetings.

HOW YOU'LL CONTRIBUTE:

- Collaborate with Senior Leadership and Finance team members to identify funding needs for budgeting and fundraising strategies that align with Sierra Club BC's strategic objectives.
- Develop, maintain, and follow Sierra Club BC's grant calendar. Lead this formalized tracking system and ensure necessary staff are aware of milestones, deliverables, and reporting requirements.
- Collaborate with other program leads on establishing metrics and evaluation of our projects, strategies, and tactics.
- Identify and develop prospects and diverse funding sources for Sierra Club BC's grants portfolio in alignment with the organization's strategic objectives, including researching, analyzing, and evaluating criteria for potential new sources of funding.
- Write grant proposals, prepare project budgets, ensure application requirements are met and oversee final submission of grants. Prepare and submit complete and timely reports to funders as required in grant agreements.

- Ensure alignment with each grant agreement by supporting the management of spending across program areas. Track the status of all funding requests and help maintain up-to-date program budgets.
- Work cross-departmentally to ensure financial systems and reporting are rigorous and include proper oversight and controls as per grant requirements.
- Monitor the performance of the grants portfolio; provide grant updates and funding reports to board and sub-committees as required.
- Work with staff to manage charitable partnerships in alignment with Sierra Club BC's goals. Negotiate and draft charitable partnership agreements and agency agreements; facilitate, track and report on performance.

SKILLS, KNOWLEDGE, AND EXPERIENCE:

- Minimum five years of proven success in securing grant funding and managing a grants portfolio.
- Alignment with Sierra Club BC's values with the ability to convey our values persuasively to current and prospective funders.
- Highly organized, detail oriented, forward thinking, strong time and task management skills.
- Ability to communicate effectively in writing, in person, and virtually (Zoom, Google Meet, Teams, etc.).
- Proven experience in managing and creating budgets.
- Collaboration and people skills, fostering and thriving in a participatory, team-oriented environment.
- Confidentiality and the ability to be discreet are a must.
- Sound knowledge of CRA rules and regulations pertaining to charitable giving, agency and partnership agreements, and best practices of ethical fundraising.
- Strong computer skills including CRM (Salesforce preferred), cloud-based file management, and Microsoft 365 Suite.
- Commitment to working in intercultural contexts and upholding JEDI (justice, equity, diversity, and inclusion) principles.
- Experience in the environmental/conservation sectors and direct experience working with Indigenous knowledges and communities is considered an asset.

COMPENSATION:

- This is a five days per week (37.5 hours) position, with a salary range of \$70,800-\$82,600.
- Initial four weeks of paid vacation, with scheduled increases to five weeks and additional paid time off during holiday office closure.
- Solid benefits package, paid 50% by Sierra Club BC and 50% by employee, is available after 90 days, including health, vision, dental, and other supports for wellness.
- Personal and professional development opportunities are available.

HOW TO APPLY:

- Apply by **sending a cover letter and résumé** in a consolidated document with the title ***“Application for Manager of Grants and Partnerships”*** in the subject line to Liz Reed at liz@sierraclub.bc.ca
- Applications received by midnight on Wednesday, October 8th, will receive priority consideration for interviews. The posting will remain open until the position is filled.
- Applicants must be available in the Lower Mainland and Victoria region. Applications from outside of British Columbia or Canada will not be considered.
- No phone calls please. Only those candidates who are short-listed will be contacted. We thank you for your time in applying to Sierra Club BC for this role.