SaskCulture

Grants Administrator

Job Description

**JOB SUMMARY:**

Reporting to the Granting and Technology Supervisor, the Grants Administrator supports the work of the Program Team to deliver a variety of grant programming and services designed to actively engage communities and increase participation in cultural activity in Saskatchewan.

As part of SaskCulture’s Program Team, the Grants Administrator will provide administrative support for the delivery of grant programs, process payments, provide internal and client support for SaskCulture’s Online Granting database, and organize meetings.

The Grants Administrator will also support the work to advance Truth and Reconciliation throughout SaskCulture’s network, and Inclusion, Diversity, Equity and Access (IDEA) in SaskCulture’s own programs and services, as well as throughout the cultural ecosystem in the province.

**Job Responsibilities:**

As a member of the SaskCulture Staff team, this position works closely with the Granting and Technology Supervisor, as well as other team members, within the Ends and Executive Limitations, established by the Board of Directors and interpreted by the CEO, to effectively administer and support the delivery of SaskCulture’s programs and services. The Grants Administrator will:

1. Provide effective administrative processes and quality assurance of SaskCulture grant programs that meet the organization’s standards for accuracy, quality, fair and consistent application, and timelines.
2. Administrative and logistical processes including funding application eligibility assessment, coordinating and facilitating the adjudication process, distributing funding, and completing follow up requirements;
3. Drafting correspondence such as approved and declined letters with extensive mail merge and email components;
4. Provides quality assurance and support to SaskCulture Outreach Consultants, Key Delivery Partners, and adjudication panels and ensuring compliance to SaskCulture and Trust policies;
5. Responds to inquiries about funding programs, both verbal and written;
6. Ensures grant records and filing systems for the Program Team are maintained and appropriately archived in accordance with records management policies;
7. Maintains a current list of peer assessors and assists in the selection process for adjudication meetings.
8. Create and process grant payments.
9. Financial administrative support including preparing and processing grant payment vouchers, month end reconciliations, grant award packages, and monitoring overdue grants;
10. Support the maintenance of SaskCulture’s Online Granting database.
11. Provides database maintenance of a customized online granting platform that includes providing internal and client technical support;
12. Maintains statistical and financial information for all funding programs for accountability and evaluation purposes.
13. Coordinate meeting requirements.
14. Complies all adjudication documentation, ensures it is complete and delivered to peer assessors prior to meetings;
15. Organizing meetings and adjudications (in person and virtual, i.e. meeting room, catering, accommodations, etc.;
16. Coordinates travel arrangements as required, and processes expense claims.
17. Provide other general administrative support to the Program Team as required.
18. Participate in, and support, team building and strategic planning with all SaskCulture staff.

**Knowledge, Skills and Abilities:**

This position requires the incumbent to possess experience in funding program delivery and quality assurance; knowledge of organizational development and non-profit governance and administration; database management and proficiency in computer applications; and strong communications and organization skills.

**Key Core Competencies:**

* ***Customer Aware and Focused***: Must be committed to providing responsive services and work respectfully within a diverse and multidisciplinary environment.
* ***Team-Orientation***: Must be committed to being a team player and working to meet team goals. Must effectively manage conflict and support consensus building.
* ***Communication***: Must be able to accurately convey and listen to information in sensitive situations. Must be able to synthesize and paraphrase opinions of diverse audiences with clarity, professionalism and cultural sensitivity, in both written and verbal contexts for both internal and external audiences.
* ***Leadership:*** Must be willing to share areas of competence with others. Must show personal leadership within the position, through setting priorities and meeting timelines consistently.
* ***Strategic Thinking/Problem Solving***: Must be a creative problem solver with the ability to anticipate upcoming opportunities and challenges to achieve required outcomes. Must be able to use innovative approaches to develop supportive systems and processes. Must be willing to participate in the ongoing change process required of an organization that values the cultural community.

**Job Specific Competencies:**

* ***Information Technology Skills***: Must be familiar and have a good working knowledge of computer software programs; word processing, databases, Excel spreadsheets and the Internet.
* ***General Office Skills***: Must be familiar with a variety of office equipment and procedures including filing, photocopying, etc.
* ***Flexibility & Initiative***: Must be able to effectively handle interruptions, multi-task, and provide support to all areas in SaskCulture.
* ***Organizational Skills***: Must demonstrate strong organizational skills, with the ability to plan, set priorities, and meet timelines consistently.
* ***Attention to Detail:*** Must be detail-oriented and precise with the ability to review documents in detail to ensure accuracy and complete information.
* ***Financial Knowledge***: Must have understanding of processing, monitoring and reconciling payments.
* ***Intercultural Competency***: Must be able to contribute to the integration of diverse perspectives and worldviews to support an inclusive work environment within SaskCulture, as well as practicing culturally informed and inclusive processes in the delivery of programs and services to communities in Saskatchewan.
* ***Travel and Time Requirements:*** Must be willing to travel when required. Must be able to work variable hour schedules.

This position offers a competitive, annual salary starting at $61,517, plus pension and benefits.