

# Career Opportunity:

## Funding Programs Coordinator

### What we're looking for:

Northern Development Initiative Trust is seeking a collaborative and high-performing professional to provide support for a range of funding programs. Based in Prince George, the Funding Programs Coordinator reports to the Director of Economic Development and is responsible for coordinating project application intakes and related processes. Using a variety of tools the Funding Programs Coordinator will help to leverage funding opportunities and work continually develop best practices in grant process management.

You are dependable, have excellent written and verbal communications skills, the ability to manage multiple projects, tasks and priorities and the ability to work under pressure. You have a passion for serving the communities of central and northern B.C. and are able to operate with a high degree of professional judgment, business acumen, tact and diplomacy to build relationships with local governments, First Nations, industry leaders, provincial and federal government partners and not-for-profit organizations.

If you're looking for an opportunity to make a difference in the economy in central and northern B.C., this position may be for you.

### Who we are:

Northern Development combines its financial resources with smart thinking to make a difference in the economy in central and northern B.C. Established by the Province of B.C. in 2005 with an initial capital infusion of \$185 million, the Trust is an independent corporation that serves 137 communities throughout central and northern B.C. and has found more than 2,600 ways to get to 'yes' on economic development projects in the past 12 years. In that time, Trust has helped leverage \$1.3 billion in new investment in the region and helped create more than 6,200 jobs. Today, the Trust is sustainably managed and grants between \$12 and \$14 million of funding to support community economic development priorities throughout the region each year.

### How to apply:

Please review the attached position description and submit a resume and cover letter clearly demonstrating why you're the best candidate for this position to [info@northerndevelopment.bc.ca](mailto:info@northerndevelopment.bc.ca) by May 26, 2017. Only those applicants considered for an interview will be contacted.

## Position Description – Funding Programs Coordinator

### - SUMMARY OF POSITION -

Reporting to the Director of Economic Development, the Funding Programs Coordinator is responsible for supporting a range of funding programs available to municipalities, regional districts, First Nations and non-profit organizations in Northern Development's service area. This involves coordinating project application intakes, liaising with project proponents, and entering all application data into Northern Development's project database in a timely and accurate manner.

### - PRIMARY RESPONSIBILITIES -

- Coordinating granting programs application intake process, which includes; application review, verifying eligibility, editing, liaising with applicants, completing due diligence reports, ensuring decision letters are issued and annual reporting forms are completed.
- Entering all application data into Northern Development's project database in a timely and accurate manner.
- Maintain physical and electronic application files as required.
- Work in collaboration with Communication team members to identify opportunities to celebrate project milestones.
- Monitor best practices in grant management. This includes conducting basic research, planning and gathering information to assist in annual performance review of Northern Development's funding programs.
- Assist in conducting regional economic research and analysis to identify emerging issues and trends to help improve and align existing programs.
- Works with a variety of funding tools to perform searches for opportunities to leverage funding requests, or to provide funding options where Northern Development programs may not align with project objectives.
- Establish and maintain excellent working relationships with Trust staff, local and regional governments, First Nations, not-for-profit groups, provincial and federal agencies, private organizations and other stakeholders.
- Assists the Director of Economic Development with coordination of Northern Development training programs across the region, including the ongoing development of supporting materials.
- Contributes to the completion of Northern Development work plan performance targets.
- Represents the Trust as assigned.

**- EDUCATION AND EXPERIENCE –**

- A post-secondary diploma or degree in business, public administration or economic development or related discipline is preferred, however equivalent experience may be considered.
- Minimum of two years working experience in community and economic development or public administration.
- Demonstrated experience implementing and coordinating grant or sponsorship programs.
- Previous experience evaluating or preparing grant applications.
- Strong understanding of the economy in central and northern B.C. and the communities within the Trust's service area.

**- COMPETENCIES, SKILLS AND ABILITIES -**

- Excellent written and verbal communication skills, able to build relationship and effectively communicate with diverse range of stakeholders.
- Proven ability to successfully meet deadlines while managing multiple projects, tasks and priorities.
- Strong attention to detail and excellent organizational skills.
- Highly motivated and self-sufficient with ability to work successfully under pressure and in a high performing team environment.
- Demonstrated financial literacy – the ability to read and understand financial statements, project budgeting and funding models.
- High level of proficiency with Microsoft Office suite of programs and experience working in database applications.