

JOB TITLE	Grants & Capacity Development Specialist
MINISTRY/DEPARTMENT	Finance
REPORTS TO	Senior Manager of Grants & Capacity Development
JOB FAMILY	Professional/Expert
CLASSIFICATION LEVEL	Level 3
DATE CLASSIFIED	April 2025

POSITION SUMMARY

The Grants and Capacity Development Specialist at Métis Nation British Columbia (MNBC) is an essential role responsible for supporting in strategically identifying, securing, and managing grants and funding initiatives critical to advancing the Métis Nation British Columbia’s (MNBC) vision and mission. This role works closely with designated MNBC Ministries & Departments and provides leadership/guidance to support funding needs and increase cross-Ministry collaboration. In this role, the Grants & Capacity Development Specialist takes charge of complex, high-value grant opportunities, oversees large-scale project coordination, and builds strategic partnerships with funders, government entities, and non-profit organizations to sustain MNBC’s growth and capacity. The Grants and Capacity Development Specialist is critical in supporting MNBC to identify and secure funding opportunities to advance and sustain MNBC’s growth of MNBC.

LOCATION

- Provincial Head Office – Surrey, BC.

DUTIES & RESPONSIBILITIES

Grants & Funding Discovery

- Conducts thorough research and assesses eligibility to identify grant and funding opportunities that align with the MNBC’s Strategic Plan.
- Develops and executes a comprehensive funding strategies aligned with MNBC’s Strategic Plan, prioritizing large-scale, multi-year grant opportunities.
- Facilitates conversations to generate project ideas and identify program needs with designated Ministries.
- Leads external partner and funder engagement sessions to identify programmatic needs, advocate for project funding and funding opportunities across MNBC.
- Cultivates high-level relationships with funders, including government agencies, foundations, and corporate partners, to secure significant, sustainable funding streams.
- Identifies opportunities for partnerships and multi-sector collaboration to enhance MNBC’s competitive advantage in grant applications.
- Supports and contributes to the development and advancement of the MNBC Grant Policy, Centralization and database initiatives.
- Supports strategic funding goals across all ministries through cross-departmental collaboration.
- Advises on grant-related policy and contributes to MNBC’s organizational funding strategy.
- Supports with strategic engagement with provincial and federal partners to advance MNBC’s funding priorities and strengthen sector collaboration.



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Project Coordination

- Leads and writes project proposals and applications to secure funding.
- Oversees the development of grant proposals, ensuring alignment with MNBC's strategic priorities and the integration of input from key partners/Ministries/Departments.
- Collaborates with designated Ministries to accurately convey project needs and execution.
- Leads cross-functional teams to design and implement high-impact projects funded by grants, ensuring adherence to deliverables, timelines, and budgets.
- Coordinates with finance to create budgets for project proposals and applications.
- Leads and/or supports project reports and ensures deadlines are met in a timely manner.
- Ensures compliance with all grants and funding requirements, including the timely submission of reports, financial statements, and project deliverables.
- Provides expert guidance on compliance with grant requirements, mitigating risks associated with funding agreements.
- Monitors project progress and addresses any deviations or changes with funding agreements and ensures proper allocation of grant funds.
- Advises on funding risks and ensures contractual compliance.
- Works with Accounts Receivable and Funding Agreement Specialist to advise on legal/contractual risks of grants and ensures alignment with funder policies.

Internal Capacity Building & Reporting

- Maintains accurate records of grants, funding allocations, expenditures, and impact data using appropriate systems and tools.
- Oversees centralized grant repository and management system to streamline funding processes and improve efficiency.
- Mentors and trains team members on best practices in grant writing, project management, and stakeholder engagement.
- Leads internal training sessions to improve fundraising capacity.
- Designs evaluation tools to measure grant-funded project effectiveness.
- Supports the design and implementation of innovative grant systems, including centralized platforms and CRM tools, to enhance efficiency, transparency, and cross-departmental coordination.
- Advises senior management and leadership on funding trends and contributes to the development of MNBC's organization-wide grant and funding strategies.
- Develops comprehensive internal and external reports, highlighting outcomes, impact metrics, and return on investment for stakeholders, as required.
- Communicates project goals, requirements, and progress effectively.
- Leads the identification and implementation of innovative tools and technologies to optimize grant discovery and management processes applied to all project coordination and grant writing.



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- Participates in grant team meetings and reports on projects, upcoming opportunities, and program needs.
- Reports on a regular basis the status prescribed key performance indicators (KPIs) to the Senior Manager of Grants and Capacity Development
- Advises the Senior Manager of Grants and Capacity Development on emerging funding trends, risks and opportunities to support strategic decision-making.
- Contributes to the development and review of policies related to grants and funding to ensure alignment with MNBC's values and goals.

Other duties

- Participates in committees and project teams as required.
- Undertakes related duties as assigned, consistent with the job grade of the position.
- Other duties may be assigned as needed to ensure the efficient operation of MNBC.
- Regular/ occasional attendance at meetings/ events that may require work and travel outside of normal business hours.

Supervision Given

- None.

QUALIFICATIONS

- Bachelor's degree in relevant fields such as English, Creative Writing, Communications, Social Science, Non-profit Management, or Business from a recognized, post-secondary institution.
- Minimum four (4) years' experience in grant/proposal writing, and project coordination.
- A combination of relevant experience, education, and training may be considered.
- Excellent written and verbal skills, with the ability to convey complex concepts to diverse audiences.
- Strong organizational and time management skills.
- Familiarity with project and/or grant management tools and software.
- Knowledge of best practices in grant coordination, reporting, and compliance.
- Exceptional networking skills and the ability to lead discussions on funding opportunities.
- Strategic thinking and problem-solving abilities.
- Ability to work independently and collaboratively in a fast-paced environment.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Possession of, or the ability to obtain, a Class 5 driver's licence may be required.
- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check.



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MNBC VALUES

- **Manâcihitowin (Respect)** - We respect ourselves, others and all Creation.
- **Kwayes'kwât'sowin (Integrity)** - We hold integrity as a core value. We are honest with ourselves, our colleagues, our communities, and our partners. We are reliable and follow through on our word.
- **Ahtisihcikêwin (Innovation)** - We draw on the spirit of Métis innovation and bring forward our curiosity and creativity to problem solve and develop new solutions for our people.
- **Tâpahtiyim'sowin (Humility)** - We show and practice cultural humility and cultural agility. We are open to new ideas and recognize the wisdom that surrounds us from others who carry different experiences than ours.
- **Kisîwât'sowin (Kindness)** - We show and practice lateral kindness in our organization and to everyone with whom we interact on behalf of the Nation. We practice kaa-wiichihitoyaahk (we take care of each other.)
- **Sipihkisôwin (Resilience)** - We are resilient and do not fear challenges or setbacks but remain courageous and learn from each step of the journey. We channel the courage of our Métis ancestors who faced adversity and remained resilient.
- **Atoskâtowin (Teamwork)** - We work together and actively seek opportunities to share information, collaborate on initiatives, and practice reciprocity for stronger outcomes. We embrace teamwork to achieve greater potential for success.