

This is an exciting time to join Kuuwanimano Child and Family Services!

Employment Opportunity– Funding & Proposal Specialist (Non-Union) - Timmins

Competition #: 23-60R

Department: Administration

Location: Timmins, ON

Job type: Full time – 35 hours per week

Closing Date: July 16, 2024 @ 4:30 PM

Salary: Starting at \$96,000

What you will do in the role

- Collaborate with the Executive Director and Director of Finance to determine how much funding is needed for a given project and how best to secure that funding.
- Develop relationships and work with key funders such as the Ministry of Children, Community and Social Services (MCCSS) and Federal Indigenous Services Canada (ISC); as well as funders from other Federal departments, Ministries, business sectors, and organizations (i.e. Social & Health; Municipal, Mining, and Forestry sectors).
- Research and identify new grant funding opportunities.
- Write, submit, and manage grant proposals and complete associated year end reporting.
- Work with Managers and Directors to compile budgets for funding proposals.
- Review and develop a high-level working knowledge of all Ministry and Federal current and ongoing files and documents related to submissions and financial monitoring.
- Develop processes and templates for budget planning, coordination, development, implementation, monitoring, and reporting.
- Work with the Finance department to ensure alignment and compliance with the funding of Federal and Ministry submissions.

Just a few reasons to join Kuuwanimano Child and Family Services

- Opportunity to work with a dynamic team with career growth across multiple departments.
- KCFS prides itself in providing its employees with job security, competitive wages, and a safe working environment.
- Training opportunities to support your success in the role.
- A defined contribution benefit pension plan (OMERS)
- Comprehensive Health Plan including Medical, Dental, Vision, Life and Disability insurance.
- Competitive vacation leave

What you bring to the table

- Bachelor's degree in Business Administration or Commerce – Accounting stream.
- Four (4) or more years in grant writing experience, financial reporting, budgeting, and forecasting.
- Experience with funding under ISC's social programs and knowledge of related Canadian Human Rights Tribunal (CHRT) court orders is considered a major asset (First Nations Child and Family Services; Funding for Capital Assets: CHRT and First Nations Child and Family Services; and Post-Majority Support Services).
- Experience conducting financial analysis and risk management as well as measuring and reaching income goals.
- Must possess strong technical proficiency with MS applications (i.e. Word, PowerPoint, Excel, Outlook) including advanced skills with Excel's pivot function.
- Excellent organizational and analytical skills with ability to prioritize multiple demands.
- Excellent verbal and written communication skills.
- Highly self-motivated with keen attention to detail and able to work under minimal supervision.
- Ability to work flexible hours.
- Must have experience working with First Nations people.
- The ability to speak a native language is considered a major asset.
- Must produce clear Criminal Record Check.
- Must possess a Class 'G' licence, access to a vehicle with possible occasional travel within the agency's jurisdiction.

Please refer to our website: www.kuuwanimano.com for posting details. A detailed job description is available upon request. Please quote the Competition No. in your cover letter and resume and submit by email to: HR@kuuwanimano.com or by fax to 705-266-9122

We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process. Please note that preference will be given to qualified Indigenous applicants. **Please self-identify.**

Meegwetch to all applicants, however only those selected for an interview will be contacted.