



PEI Alliance for Mental Well-Being

Advancing resiliency

Grant Coordinator

Reports to: Director of Engagement and Innovation

Role: Full Time

Location: Charlottetown (hybrid/remote option is negotiable)

Salary: \$56,000 annually with competitive benefits

Date Posted: May 11, 2022

Closing date: May 25, 2022

About the PEI Alliance for Mental Well-Being:

The PEI Alliance for Mental Well-Being is an independent, incorporated not-for-profit organization. It was created in 2021 as a response to community-informed recommendations to enhance resilience and make upstream investment a priority. The Alliance aims to ensure all people living in Prince Edward Island have an equal opportunity to achieve and maintain the best possible mental well-being throughout their lifetime.

The Alliance relies on the science of resilience and uses evidence-based research to guide its work across the province. This work includes creating connections and facilitating conversations to break down silos and encourage the sharing of best practices and successful programming and initiatives.

The Alliance also provides funding to organizations and initiatives for upstream programs through its *Focusing Action for Positive Change* Grant Program.

About the Grant Coordinator role:

Reporting to the Director of Engagement and Innovation, the Grant Coordinator is responsible for administering the Alliance's *Focusing Action for Positive Change* Grant Program. In this role, the Grant Coordinator serves as an important liaison between the Alliance and its stakeholders.

Duties and Responsibilities

1) *Acts as primary point of contact for all applicants to the Grant Program*

- Provides advice and guidance to potential applicants (discusses project ideas and provides general guidance on the objectives of the Grant Program, specifics of funding streams, eligibility requirements, and application process)
- Identifies and refers questions as appropriate to management

2) *Acts as primary point of contact for all grant recipients*

- Answers questions related to payment of grant funds, established contracts, reporting requirements and procedures
- Identifies and refers questions as appropriate to management

3) *Coordinates and supports the Grant Applicant Coaching Program*

- Answers questions from participants and coaches
- Collects required information from participants
- Schedules sessions (individual and group)

4) *Responsible for the administration of application files*

- Receives grant applications
- Ensures files are complete and recorded/tracked
- Distributes files to reviewers
- Receives all reviews/scoring sheets, tracks and calculates scores
- Communicates with applicants and Alliance management on the status and outcomes of the peer review process

5) *Supports and facilitates all aspects of the community based peer review process*

- Acts as primary point of contact for potential and confirmed peer reviewers
- Answers questions related to the peer review process (reviewers and applicants)
- Receives conflict of interest forms and forwards as appropriate
- Coordinates training sessions and assists in development of training materials
- Provides support to peer reviewers throughout the review process
- Collects payment information and ensures peer reviewers are paid in an accurate and timely fashion

6) *Responsible for monitoring and tracking reporting activities on active grant files (project budgets and outcomes)*

- Collects reporting information from grantees
- Raises issues of concern to management

7) Working closely with management, responsible for drafting, distribution, and execution of all grant contracts.

8) Advises and assists in the design, revision, and preparation of grant documentation (templates, contracts, etc.)

9) Develops and maintains specialized databases and/or systems for recording and tracking grant applications and awards. Creates and distributes standard and special reports, summaries, and analyses, as required.

10) Performs miscellaneous duties as assigned.

Minimum Qualifications:

- Undergraduate degree, or equivalent in combination with experience
- Experience in a similar grant-related support role (not-for-profit, non-governmental, or governmental agency)
- Bilingualism is considered an asset
- Experience and competency Microsoft Office software including, Word, Excel, PowerPoint, Outlook, OneNote, OneDrive
- Working knowledge of virtual collaboration platforms, e.g., Zoom, Teams, WebEx
- Experience and competency with grant management software and/or basic accounting software considered assets
- Knowledge of relevant government legislation and policies (e.g., privacy) considered an asset
- Good previous work and attendance record
- The successful candidate must provide a satisfactory Criminal Records Check

Expected Competencies:

- Strong organizational skills
- Strong communication and interpersonal skills
- Superior attention to detail and accuracy
- Ability to work efficiently with good time management skills
- Ability to work independently, without close supervision
- Willingness to take initiative
- Demonstrates good judgment; ability to identify issues for management consideration
- Demonstrates high degrees of reliability, tact and discretion
- Strong orientation towards collaboration in work
- Demonstrates understanding of the Island context within which the Alliance operates

Application Process:

Please send the following documents, in the official language of your choice, to grants@allianceformentalwellbeing.com

1. Resume
2. Cover letter describing how you meet the requirements

When submitting these documents, please save them with your first and last name in the title (such as “FirstnameLastnameResume” or “FirstnameLastnameCoverletter”).