



Canadian
Race Relations
Foundation

Fondation
canadienne des
relations raciales

JOB DESCRIPTION | Partnerships Manager

The Canadian Race Relations Foundation

The Canadian Race Relations Foundation (CRRF) was created in 1996 to reaffirm the principles of justice and equality for all in Canada. The CRRF's mandate is to facilitate throughout Canada the development, sharing, and application of knowledge and expertise to eliminate racism and all forms of racial discrimination in Canadian society.

Working closely with and reporting to the Director of Community Investment, the Partnerships Manager will design, develop and deliver granting programs for the CRRF. The Partnerships Manager will be responsible for developing and managing grant programs, developing and optimizing the grant administration process, including drafting the call for proposals, receiving proposals, and supporting the decision-making process. The manager will also prepare progress reports, ensuring compliance with grant regulations, engaging with the internal finance team for payments, and educating staff on granting policies and procedures.

Position Summary

Job title	Partnerships Manager
Job classification	Unionized
Employment Status	Fulltime salaried contract until March 31, 2025
Hours	35 hours per week Ability to travel and attend weekend, early morning and evening meetings as required
Work location	Toronto, Ontario; hybrid working setting but may return to on site where applicable
Salary	\$76,125 per annum. CRRF is a unionized workplace and the position and its salary are subject to a Collective Agreement.

CRRF offers a comprehensive benefits package, which includes three weeks of vacation, two Personal Floating Days, sick days and 4% of annual income towards RRSP plan, and life, disability, medical and dental care insurance.

Probationary Period 90 days.

Responsibilities:

- Design and develop grant programs in close collaboration with Community Investment Department team members
- Coordinate internal teams to develop processes for granting streams in adherence to compliance policies and defined timelines
- Initiate calls for proposals, receive proposals and support the decision-making process
- Optimize and evaluate the grant administration process
- Manage timelines and deliverables to ensure on time delivery of grant programs
- Create and maintain tracking documents to keep the team updated on progress
- Ensure all project milestones and outcomes are met, or exceeded, through monitoring, troubleshooting, and communication amongst team members
- Support volunteers in decision making, granting, and reporting
- Set deadlines, assign responsibilities, and bring viable, implementable solutions to projects

Other Accountabilities:

- Keep abreast of relevant issues related to anti-racism and granting



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- Develop and maintain professional networks and relationships
- Perform other job-related duties as assigned

Qualifications:

- Fluently bilingual (verbal and non-verbal) in French is preferred
- Demonstrated commitments to anti-racism, valuing diversity and contributing to an inclusive working and learning environment
- Degree or diploma (or equivalent experience) in business administration, non-profit management, philanthropy, or related field
- Minimum 3-5 years of recent related experience in managing grant programs
- Experience working with potential grant recipients and responding to inquiries
- Working knowledge on ensuring compliance with funding agreements, grant regulations, and budgets
- Excellent interpersonal and communication skills (written and verbal) with proven ability to manage multiple internal and external stakeholders
- Familiar with project management and reporting
- Excellent planning, organizational and problem-solving skills
- Pro-active and takes initiative to drive results
- Detail-oriented and multitasking effectively with the ability to manage multiple priorities in a fast-paced environment.
- Proficiency with Microsoft Office (Outlook, PowerPoint, Word, Excel) and other digital tools and applications (Asana, Slack, etc.). Comfortable using Zoom and other platforms as required for hosting online meetings and events
- Knowledge of community groups, agencies, and non-profit organizational culture
- Ability to work independently and in a team

To Apply:

Please send cover letter and résumé by **September 20, 2023** to:

Veronica Xie
HR Advisor
Email: hr-rh@crrf-fcrr.ca

Some essential and other qualifications will be assessed through your application process.

Proof of eligibility to work in Canada and education, and three professional references from your previous supervisor and coworkers will be requested if you are considered for the position.

Interviews will be held via Zoom. While all applications are appreciated and will be handled in the strictest confidence, only those candidates short-listed for an interview will be contacted. CRRF may cancel, postpone, or revise employment opportunities at any time.

CRRF values diversity and is committed to fostering an environment of inclusion and cross-cultural sensitivity. We encourage applications from Indigenous people, racialized people, people with disabilities, people from gender and sexually diverse communities and/or people with intersectional identities.

We accommodate people with disabilities throughout the recruitment and selection process. Please indicate accommodation-related requirements/needs in your application.