



## 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.

The Partnerships Manager will design, develop and deliver impactful granting programs for CRRF. This role oversees the full grant lifecycle from drafting calls for proposals and receiving and assessing proposals to supporting the decision-making process for grants. The Partnerships Manager will develop and optimize granting processes, prepare progress and final reports, draft recommendations, ensure compliance with granting regulations, collaborate with the finance team on contracts and payments, and champion best practices by educating staff on granting policies and procedures. This is an exciting opportunity to shape programs that drive meaningful change and strengthen communities across Canada.

#### Position Summary

<b>Job title</b>	Partnerships Manager
<b>Job classification</b>	Unionized
<b>Employment Status</b>	Full-time salaried contract
<b>Hours</b>	37.5 hours per week Ability to travel and attend weekend, early morning and evening meetings as required
<b>Work location</b>	Hybrid working setting but may return to work on site as required
<b>Salary</b>	<b>\$81,177-\$100,772 per annum.</b> 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, five personal days, two floating days, sick days and 4% of annual income towards RRSP plan, and life, medical and dental care insurance.
<b>Probationary Period</b>	120 working days

#### Responsibilities:

- Design and develop grant programs in close collaboration with team members.
- Coordinate the internal team to develop processes for granting streams, ensuring compliance with policies and adherence to defined timelines.
- Initiate calls for proposals, receive and review proposals, and support the decision-making process.
- Draft and present funding recommendations.
- Optimize and continuously evaluate the grant administration process for efficiency and effectiveness.
- Manage your own timelines and deliverables to ensure on-time delivery of grant programs.
- Keep the team updated on progress and milestones by creating and maintaining tracking tools.
- Monitor projects to ensure all project milestones and outcomes are met or exceeded, addressing any issues through troubleshooting and clear communication.



- Support volunteers and external subject matter experts and advisors in decision-making, granting, and reporting.
- Set deadlines, assign responsibilities, and bring practical, implementable solutions to project challenges.
- Keep abreast of relevant issues related to anti-racism, anti-hate, and granting.

**Qualifications:**

- Demonstrated commitment to anti-racism, diversity, and creating inclusive environments.
- Diploma in business administration, non-profit management, philanthropy, or a related field, or equivalent combination of education and experience.
- 3-5 years of experience managing grant programs and working with grant applicants.
- Working knowledge of grant regulations and best practices, funding agreements, and budgets.
- Excellent interpersonal, communication, and relationship-building skills with the ability to manage multiple internal and external stakeholders.
- Skilled in project management, planning, problem-solving, and reporting.
- Proactive and results-driven, with the ability to manage multiple stakeholder requests and peak periods of work.
- Proficiency with Microsoft Office (Outlook, PowerPoint, Word, Excel) and other digital tools and applications (Asana, Slack, Zoom).
- Knowledge of community organizations and non-profit culture.
- Bilingual (written and verbal) in French and English is an asset.

**To Apply:**

Please apply using the link below by **February 4, 2026**, to

<https://crrf.applytojob.com/apply/odsryzDj75/Partnerships-Manager>

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

Proof of eligibility to work in Canada, 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 your need for accommodation in your application.