



Grants Manager Position

Location: Montreal, Quebec (in office)

Reports to: Executive Director

Type: Full-time

About Echo Foundation

Echo Foundation is a private charitable foundation based in Montreal. Since our founding in 1983, we have been supporting organizations working on the frontlines to protect the environment across Canada and to improve the quality of life of persons suffering from mental health problems.

We operate with a small, dynamic and dedicated team and value thoughtful and collaborative grant making, careful stewardship of resources, and strong relationships with grantees and other partners.

Position Overview

The Grants Manager is responsible for ensuring that Echo Foundation's grant making process runs smoothly and accurately. The Grants Manager works closely with the Executive Director and serves as a key operational partner in administering the Foundation's grant programs. The role requires strong organizational skills and exceptional attention to detail.

Working at Echo Foundation

We pride ourselves on being nimble, hands-on and efficient. Most of our grants are focused on organizations on the frontlines, supported by an ethos that *those closest to a challenge are the best suited to address and solve it.*

The successful candidate will have a can-do and collaborative attitude and will be able to thrive as part a small team. The candidate will work closely with the Executive Director and have the opportunity to make a lasting impact on mental health and the environment in Canada.

Key Responsibilities include the following

Grant Application Management

- Receive and log incoming grant applications
- Review applications for eligibility and completeness
- Obtain missing or additional information where required
- Maintain organized digital records of all grant files (*Blackbaud*)

Grant Analysis and Documentation

- Prepare summaries and briefing notes for the Executive Director
- Assist in the preparation of materials for board grant reviews
- Track and document the status of grant applications through the decision process

Grant Management Systems

- Coordinate and track grant payments
- Administer the Foundation's grant management software (*Blackbaud*)
- Assist with generating grant reports for internal use and external communications

Communications and Stakeholder Support

- Serve as a point of contact for inquiries from grantees and other partners
- Draft correspondence related to grant decisions and follow up
- Assist in preparing reports issued by the Foundation
- Support the Executive Director in maintaining strong relationships with grantees and other partners

General administration

- General administrative tasks to support the operation of the Foundation

Qualifications and Experience

We are open to candidates from a variety of backgrounds, including professionals looking for a meaningful career change. Most important for this role will be experience managing projects and administering files. More specifically, we are looking for candidates with the following attributes:

- At least 3 years of full time employment
- Interest and passion for environmental and/or mental health issues
- Experience with project management and administration (can be demonstrated in a variety of ways)
- Strong organizational discipline
- Strong written communication skills
- Exceptional attention to detail
- Ability to independently initiate and manage tasks
- Ability to work effectively within a small collaborative team
- Fluent in English and French

How to Apply

Interested candidates should submit a résumé and cover letter in PDF format to cturcotte@echofoundation.ca. Please write "Grants Manager Position" as the subject matter.

Due to the anticipated volume of applications, we will only be able to communicate with the candidates whose profiles most align with the needs of the Foundation. We apologize for that.
