



**Canadian Mental
Health Association**
British Columbia



**Community
Action
Initiative**

Collaboration to address mental health and substance use

Community Grants Manager

About the Community Action Initiative (CAI):

The Community Action Initiative (CAI) was created to strengthen the role and capacity of the community sector to address substance use and improve mental health for British Columbians. The CAI was established in 2008 through a \$10 million grant from the Province of British Columbia, and since then has received subsequent grants from the Province to continue its work and address a number of key provincial policy issues.

The CAI is overseen by a Leadership Council which represents a coalition of non-governmental organizations, provincial government bodies, and other key stakeholders.

About the Job:

Your primary role will be to coordinate, manage and facilitate two mid-sized projects: a province-wide training bursary program and community of practice for the supportive recovery home sector; and a harm reduction granting stream for BC municipalities. This portfolio includes the implementation, management and administration of approximately \$2M million in grants/bursaries in addition to supporting training, evaluation and knowledge exchange activities. With a focus on health equity, the aim of all CAI projects is to support the community-based sector to build capacity to achieve improved mental health and substance use outcomes in BC. This position reports directly to the CAI Provincial Secretariat Director.

Responsibilities:

- Lead the application and adjudication process for dissemination of grant funding and training bursary awards
- Develop and administer grant program training and capacity-building activities
- Ongoing communication with grantees, and follow-up to ensure alignment with original grant application
- Ensure reporting and accountability requirements of grants are met by grantees and trouble-shoot any difficulties or issues that arise
- Work with an online system designer to ensure CAI's online granting and reporting system is updated to reflect the needs of the project
- Develop and manage a project budget and resources to ensure cost-effectiveness and program accountability
- Support the CAI Manager of Policy, Learning & Evaluation and third-party evaluators by coordinating and compiling project related qualitative and quantitative data for quality improvement, reporting and grant program sustainability
- Develop project reports, briefing notes and status updates
- Lead analysis of the grantee pool and translate findings for policy relevance
- Support knowledge translation efforts that promote high quality, evidence-based resources to guide and inform community-led approaches
- Provide regular updates to the Provincial Secretariat Director
- Perform other duties as required

What you will bring to the role:

You will have a Graduate degree in a relevant discipline (e.g. Public Health, Public Policy, Public Administration, Social Work, Counselling Psychology), and 3-5 years of project and/or grant management experience. An equivalent combination of education, training and experience may be considered.

Knowledge/Skills

- Experience in working with community grants and an understanding of the principles and practices of contract management
- Excellent project management skills including; project planning to ensure the project achieves its goals and objectives, resource and financial management, and being an effective communicator for successful project delivery
- Knowledge of risk management, along with resourcefulness and innovation to solve problems
- Strategic and conceptual thinking and analysis, including ability to adapt project delivery to respond to evaluation results, stakeholder input and opportunity
- Establishing and maintaining effective relationships and partnership with internal and external stakeholders
- Familiarity with the mental health and substance use service delivery systems and approaches in BC
- Knowledge of and/or work experience in harm reduction
- Ability to assess and prioritize multiple tasks and demands
- Sound knowledge of principles of health equity, mental health and wellness, and social determinants of health
- Plain language writing and editing, and structural editing
- Excellent interpersonal, written and verbal communication skills
- Excellent working knowledge of Word, PowerPoint and Excel

Working conditions:

This is a full-time position (37.5 hours/week) located in downtown Vancouver, and we offer a flexible work environment. The usual workday is 7.5 hours. Most work is accomplished during usual business hours however; the successful candidate will need to maintain some flexible scheduling. Travel may be required.

This position is offered as a 12-month contract with the opportunity for extension.

HOW TO APPLY:

Applicants should submit a resume and cover letter outlining how they meet the specific requirements for this position. Please submit these documents in PDF format to cmha.careers@cmha.bc.ca by 5 p.m. on **August 30th, 2019**. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

We are an equity employer and encourage applications from women, persons with disabilities, members of visible minorities, First Nations, Urban Aboriginal, and Metis people, people of all sexual orientation and genders, and others who may contribute to our further diversification.