



Canadian Mental
Health Association
British Columbia



JOB OPPORTUNITY

Manager, Community Grants

We are looking for a Manager, Community Grants who will coordinate, manage, and facilitate two mid-sized projects: a province-wide capacity-building grant program and a provincial community of practice for the supportive recovery sector. This portfolio includes the implementation, management, and administration of approximately \$1M 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 Executive Director.

Job Duties and Responsibilities

Duties and responsibilities include but are not limited to:

- Lead the application and adjudication process for dissemination of capacity building grant awards for the supportive recovery sector.
- 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.
- Lead the design and implementation of a provincial recovery-oriented community of practice (CoP).
- Coordinate outreach and recruitment efforts to build the virtual community, and develop retention and engagement plans to sustain the community over time.
- Organize monthly online sessions (e.g., webinars, panel discussions, and workshops), identifying topics and speakers based on training needs identified by CoP members.
- Develop a collaborative online workspace and resource library for community of practice members.
- Support development of technical materials to enhance learning and practice (e.g., factsheets, manuals, guidance).
- Develop and implement a Monitoring, Evaluation, and Reporting plan for the CoP to support continuous improvement, community engagement, and impact reporting.
- Develop and manage project budgets 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 and impact reporting.
- Develop project reports, briefing notes, and status updates.
- Support knowledge translation efforts that promote high quality, evidence-based resources to guide and inform community-led approaches.
- Provide regular updates to the Executive Director and external partners.
- Perform other duties as required.

Qualifications

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 and Skills

- Experience in working with community grants and an understanding of the principles and practices of contract management.
- Experience with communities of practice, online communities, and/or community organizing with proven capacity to have successfully developed such communities.
- Experience organizing and facilitating participatory events such as workshops, presentations, learning sessions, and webinars.
- 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 mental health and substance use.
- 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.
- This position is a unionized position under the Health Science Professionals Bargaining Association Collective Agreement. The rate of pay is \$36.99 per hour.

How to Apply :

Please submit your resume along with a cover letter, clearly documenting how you satisfy the requirements outlined in this job posting to cmha.careers@cmha.bc.ca by 5 p.m. on August 22, 2022. We regret that only short-listed candidates will be contacted to schedule an interview. We sincerely thank you for your interest in work at CAI BC.

About CAI BC

The Community Action Initiative Society of BC (CAI BC) supports community-led projects that promote mental health, prevent substance use problems and promote effective treatment and support for individuals and families experiencing mental health and/or substance use challenges in BC. CAI BC takes a localized, collaborative approach by creating networks and encouraging dialogue within and across sectors. Our goal is to bring together diverse community-based organizations to establish innovative, community-generated models for delivering mental health and/or substance use services in BC.

We are an employer who values diversity and encourages applications from people of all sexual orientations and gender identities, persons with disabilities, members of visible minorities, and Indigenous people. Please do not hesitate to self-identify in your application if you feel comfortable doing so.