

TITLE :	Grants Officer
POSITION STATUS:	Full-Time – Permanent
REPORTS TO:	CEO
SALARY:	Range starting at \$70,000
POSTING DATE:	January 31, 2019
CLOSING DATE:	February 22, 2019
TARGET START DATE:	May 1, 2019

POSITION SUMMARY

The Edmonton Screen Industries Office (ESIO) is a not-for-profit organization that has been established to help lead Edmonton in becoming a national and international centre for media production excellence. The ESIO is currently seeking to fill the role of Grants Officer. The Grants Officer has overall responsibility for the development and supervision of internal grants programs and accessing external opportunities.

KEY RESPONSIBILITIES

- Promotion, outreach and awareness of the ESIO grants.
- Respond to, review and provide feedback to both potential and active grant applicants and recipients.
- Support the monitoring of funded projects, review progress reports, provide feedback.
- Identify, develop and maintain relationships with applicants and recipients.
- Administer full cycle grants application process including preparation and submission of grant related reports.
- Coordinate and facilitate incoming proposal analysis process.
- Research, identify and pursue external grant and funding opportunities.
- Complete and follow up on appropriate grant and funding opportunities.
- Monitor use of grant proceeds and all deliverables.

QUALIFICATIONS

- Post-secondary education in a relevant field of study, or equivalent combination of education and experience.
- At least three years of experience in grants administration, completions of grant proposals and execution.
- Strong communication skills both written and oral.
- Developed facilitation skills including working with diverse groups.

Interested candidates email resume and cover letter as a single attachment to: Josh Miller
Email: jmiller@edmontonscreen.com

**We are an equal opportunity employer. The ESIO encourages diversity and welcomes applications from all qualified individuals.
We thank all applicants in advance, however, only candidates selected for an interview will be contacted.**