



## Centre Canadien d'Architecture / Canadian Centre for Architecture

### JOB DESCRIPTION

#### Job identification

Job title:	Development Manager, Grants
Division:	Development
Supervisor:	Associate Director, Development
Status:	Permanent, full time (35hrs/week)
Posting period:	June 12 to July 2nd, 2018
Job entry:	As soon as possible

#### Job summary

The key responsibility of this role is to assume a strategic approach in securing grants from institutional sources—principally foundations; also some corporations and government agencies as applicable—to fund a broad range of projects at CCA, including exhibitions, public programs, publications, research, archives, digital initiatives, capital projects and more. In doing so, the incumbent identifies and analyzes available sources of funding, cultivates strong relationships with program officers and other key stakeholders, writes successful grant proposals, delivers effective grant reports and actively stewards relationships with grantors.

#### Key responsibilities

##### Planning

- With the support of the Associate Director, Development, develops and implements plans and efficient workflows for increasingly and strategically raising grant funds from local, national and international sources of support
- Continuously seeks out and identifies grant opportunities, monitoring closely to determine best fit with the CCA's strategic priorities and advising on the feasibility of different approaches
- Researches and keeps track of relevant grant opportunities and other sources of support through various specialized databases and search tools
- Manages a detailed grants calendar with all deadlines and key milestones—letters of inquiry, proposals, reports, follow-ups, etc.
- Develops and writes compelling cases for support that are well aligned with the CCA's brand strategy

##### Relationship-building, Grantsmanship

- Meets and builds close relationships with program officers and other key points of contact in order to fully understand eligibility criteria and application deadlines for upcoming grant opportunities
- Plans, writes and prepares grant proposals and reports in accordance with deadlines, guidelines and specific criteria for funding
- Accurately and enthusiastically represents the CCA's vision and organizational strategy in verbal and written communications
- Ensures compliance with the conditions of grant agreements and on time reporting
- Follows up with CCA divisions and project managers to ensure that grants are allocated appropriately and funds are being spent on schedule
- Effectively communicates successes, challenges and learnings along the way to key stakeholders—both internally and externally

##### Other

- Participates in other activities within the Development team as needed; helps plan and contribute to the success of cultivation, stewardship and special events
- Reviews and analyzes the success of grant seeking strategy, proposing changes as required
- Evaluates and interprets qualitative and quantitative data, and prepare reports
- Actively contributes to building a strong fundraising culture at the CCA
- Develops excellent working relationships with CCA colleagues to ensure maximum timely collaboration for preparing grant applications and reports
- Understands, safeguards and presents the brand identity of the CCA



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### Required qualifications

- Education: Bachelor's degree required; degrees and disciplines with a heavy focus on the arts, arts management, writing and critical thinking will be given very strong consideration
- Experience: Minimum of 3 to 5 years development experience with an emphasis on grant writing and related written communications

### Competencies

- Excellent knowledge of spoken and written French and English; ability to write and revise documents in both languages essential
- Advanced copywriting, editing and proofreading skills
- Familiarity with local, regional, and national foundation, corporate and government funding sources
- Strong interpersonal skills with the ability to work independently and collaboratively as part of a team
- Ease of communication with all types of colleagues and stakeholders
- Excellent project management and organizational skills with the ability to balance multiple projects, competing demands and changing priorities
- Knowledge of Raiser's Edge and/or other fundraising databases/CRMs, an asset
- Ability to be self-directed and to take initiative
- Excellent qualitative and quantitative data analysis and synthesis skills
- Curatorial sensitivity and sound understanding of the CCA mission and vision

Please submit your application (CV and letter of application) by email ([rh@cca.qc.ca](mailto:rh@cca.qc.ca)) before July 2nd, 2018 to the attention of Human Resources, Canadian Centre for Architecture, 1920 Baile Street, Montreal (Quebec) H3H 2S6. Only successful applicants will be contacted. Please do not call. The CCA is an equal opportunity employer.

For all CCA existing job opportunities, visit our [website](#).