

Grants Associate for Manitoba Habitat Conservancy (MHC)

Winnipeg, Manitoba

About the Manitoba Habitat Conservancy:

Manitoba Habitat Conservancy is the leading environmental conservation organization in Manitoba, dedicated to preserving the natural habitats and biodiversity of our province. Through partnerships with local communities, government agencies, and conservation groups, we work tirelessly to ensure a sustainable future for Manitoba's diverse ecosystems. Our team is passionate about environmental stewardship and making a positive impact on our planet.

MHC's mission for community well-being extends to MHC's over thirty (30) employees with competitive salaries, standard group benefits and opportunities for growth & development in the environment industry. MHC strives very hard to provide a good work life balance career for all its team members.

How to Apply:

Please apply online at

www.indeed.com.

Feel free to email hr@MHC.mb.ca for further information about this career opportunity.

We thank all applicants for their interest; however, only those selected will be contacted.

Manitoba Habitat Conservancy is seeking a talented and enthusiastic Grants Associate to join our team. This full-time position will be based in Winnipeg or Brandon and report to the Trust Manager. The Grants Associate will work closely with the Trust Team to develop application tools, provide technical and other assistance to prospective grantees, administer applications, contribution agreements, payments, project monitoring, reporting and evaluation, as well as reporting on the outcomes of the granting programs.

As the Grants Associate, you will:

- Develop and maintain appropriate relationships with Trust applicants, grantees, staff and external partners.
- Receive, review and process grant proposals to be presented to MHC management and the Trust Technical Advisor Committee in each granting cycle.
- Work directly with Trust grant applicants to ensure all grant proposals meet Trust criteria.
- Communicate the results of the Trust grant selections to grant applicants.
- Process grants awarded in accordance with MHC policy.
- Review, evaluate, monitor and provide ongoing assistance to grantees with respect to open grant awards.
- Collect, maintain, analyze and audit regular grant report data from grantees using MHC information systems.
- Understand, enforce, review, and help develop granting policies and criteria.
- Assist in the development, maintenance and dissemination MHC Trust Communications.
- Meet regularly with the Trust team to develop an efficient, effective and positive work environment.

You and Your Experience:

- Post-secondary degree, preferably in the agricultural disciplines or environmental science.
- At least three years of experience in environment, agriculture, or grants management (as a grants manager or grant seeker).
- Demonstrated knowledge of environmental conservation and land use in working landscapes, especially the agricultural landscape.
- Experience with grant writing.
- Superior analytical skills.
- Excellent interpersonal and written and oral communications skills.
- Excellent organizational, problem solving, and time management skills.
- A highly motivated individual capable of working independently as well as demonstrated ability to work well in a team environment.
- Written and oral fluency in English.
- Working experience with Microsoft Office Suite including Excel, Word, Powerpoint, etc.

An Asset would be:

- Agricultural production experience.
- Wildlife and/or Fisheries conservation experience.
- Basic accounting skills including the use of accounting software.
- A graduate degree in a related field.
- Written and oral fluency in French.