

Job Posting: Grants Consultant

Permanent, Full-time

In-office: Monday to Friday, 9am – 5pm

Deadline to Apply: March 28, 2025

Start Date: Negotiable



**WINNIPEG
ARTS COUNCIL**

As the municipal arts funding body, the Winnipeg Arts Council (WAC) is a cornerstone of Winnipeg's vibrant arts community. An independent, non-profit corporation with charitable status, WAC operates as an arm's-length agency for the City of Winnipeg. With a mandate focused on artistic excellence and community impact, WAC supports opportunities for Winnipeggers to engage with the arts as creators and audiences.

We are seeking a helpful, highly organized, and self-motivated individual to take on the key role of Grants Consultant. This position is the primary point of contact for artists and arts organizations seeking or receiving WAC funding. This position reports to the Executive Director and works in close collaboration with a team of four supervised by the Operations Manager.

Please note: This is a full-time, in-office position. Remote or hybrid work is not available.

Key Responsibilities

Grant Program Operations

Lead the review, assessment, notifications and reporting of all grant programs:

- review and assess applications for eligibility
- collaborate with the Executive Director to coordinate and facilitate the peer review process including jury recruitment & orientation, distribution of application materials and background information
- prepare and present reports of jury recommendations for the Board of Directors
- prepare notifications to applicants and collaborate with the Operations Manager to ensure prompt and accurate payments to recipients
- monitor and follow up on reporting requirements and compliance with program policies & objectives
- ensure accurate record keeping and database management
- recommend program changes and new initiatives
- oversee use of technology for program delivery
- maintain and update grants programs guidelines and ensure published timelines are adhered to

Client Support, Outreach & Communications

Ensure programs are understood by and relevant to WAC's various constituents:

- provide information and support to prospective applicants
- build & maintain relationships in the community and participate in public relations related to grants including presentations to community
- attend arts events
- contribute to written content of website, social media, and other publications

Qualifications

- knowledge of the arts in various disciplines, specifically of the arts sector in Winnipeg
- knowledge of not-for-profit operations, governance and finances
- computer literacy including Office 365 and ability to learn specialized systems
- strict adherence to confidentiality and conflict of interest guidelines
- excellent written and oral communications (English required, French asset)
- facilitation skills
- planning, organization & problem-solving acumen
- ability to work within budgets and comply with internal controls & monitoring
- contribute to healthy work environment

Compensation & Benefits

- annual salary: \$60,000
- health benefits & shared RRSP contribution plan
- work hours: Monday to Friday 9 am to 5 pm (with occasional evening/weekend events and meetings)

Inclusion

Winnipeg Arts Council is an equal opportunity employer committed to building a diverse workforce. We believe in the importance of a workplace that reflects the diversity of our community and strongly encourage qualified applicants from all backgrounds, including but not limited to:

- Indigenous peoples
- Persons with disabilities
- Members of equity-seeking groups
- Members of the 2SLGBTQ+ communities
- Individuals from all socioeconomic backgrounds

Accessibility

We are dedicated to ensuring that our recruitment process is accessible to all applicants. Please let us know in confidence if you require accommodations during the application or interview process so we can provide the necessary support.

Land Acknowledgment

The Winnipeg Arts Council is located on Treaty 1 Territory and on the ancestral lands of the Anishinaabeg, Cree, Oji-Cree, Dakota and Dene Peoples and in the National Homeland of the Red River Métis. We offer our respect and gratitude to the traditional caretakers of this land.

To Apply:

Please submit a resume and cover letter to tanya@winnipegarts.ca, or by mail or in person to:

Tanya Christensen
Operations Manager
103-110 Princess Street
Winnipeg, MB R3B 1K7

We appreciate all submissions, but only those selected for an interview will be contacted.