



Grant Officer

The QEII Foundation is well on the path to success for the \$100-million We Are campaign, the largest healthcare fundraising campaign ever in Atlantic Canada. And when we plan the celebration event after reaching that ambitious goal, every talented team member will know they played a part in healthcare history.

The Foundation's work inspires generosity to advance health care at and through the QEII Health Sciences Centre to fund new technologies, medical research, and innovation. We are committed to improving patient outcomes and experience, and to the recruitment and retention of the very best physicians and clinicians. The Foundation dreams big and is unapologetic about its goals and aspirations to transform health care for patients from across Atlantic Canada and beyond.

Our work is driven by our vision to transform care and to transform lives. And our values are wrapped around everything we do.

- We lead with heart.
- We take integrity to the next level.
- We embrace boldness.

Our people make all the difference. This was recently recognized by the QEII Foundation being named as a '2025 Best Place to Work in Atlantic Canada'. A passionate team of professional staff working together with dedicated and influential business and community leaders on our Board of Directors, Campaign Cabinet and in other volunteer leadership positions, help us inspire our communities every day.

The Role

We're looking for an equally driven and dedicated professional to join our team in the role of Grant Officer.

Reporting to the Vice President, Finance & Administration, the Grant Officer is responsible for leading, planning, and delivering the grant programs at the QEII Foundation, in collaboration with colleagues from cross-functional teams like fundraising and communications and marketing. This position will play an integral role in implementing the new Grant Program Delivery Strategy to streamline grant program administration, improve service delivery and enhance program outcomes.

Position Responsibilities

1. Lead the delivery of grant program administration across a portfolio of grant programs.
2. Collaborate with a cross-functional team from fundraising, communications, and events, to deliver exceptional grant programs, maintain strong relationships with key partners and ensure financial sustainability of programs into the future.
3. Contribute to the overall program strategy for all grant programs in collaboration with key partners and QEII Foundation leadership.
4. Lead the overall project management of all grant programs for the QEII Foundation, and coordinate activities of the grant project team.
5. Coordinate the administrative delivery of all grant programs, including leading processes such as call for applications, eligibility assessment, selection committee adjudication and evaluation, award notification and grant distribution.



6. Manage key relationships with partners on selection committees and at Nova Scotia Health.
7. Respond to inquiries from applicants and action feedback.
8. Support the delivery of key events and celebrations associated with grant awards.
9. Prepare and report on program outcomes and collaborate with communications & marketing team to deliver quality impact reporting to partners and donors.
10. Provides support to the Manager, Administration as it relates to funds and grants for key projects with Nova Scotia Health.

We're looking for candidates who are passionate about working with a team to deliver impact. If you have the following experience and competencies – or their equivalent – you're encouraged to apply:

- A university degree or diploma in Business Administration or a related field.
- Three to five years of related work experience.
- Demonstrated experience and skills:
 - Strong organizational skills, with the ability to manage multiple projects with competing timelines
 - Working collaboratively on a team to deliver projects
 - Excellent communication skills, including writing, leading meetings and engaging with partners
 - Reviewing and/or approving applications or proposals in accordance with defined eligibility criteria.
 - Maintaining strong relationships with key delivery partners

The QEII Foundation is on an intentional EDI journey. We encourage and welcome applicants from all backgrounds to apply. We encourage candidates from the following underrepresented groups to self-identify in their application: Indigenous, African Nova Scotians/black or racialized, 2SLGBTQIA+, disability, or other.

We've found our groove with opportunities for staff to work and contribute meaningfully both in-person and remotely as part of our flexible working model. We believe scooters are faster than walking from one end of the office to the other. Good coffee and snacks power critical thinking in our meetings. And one can never have enough whiteboards in a room. We win as a team. We grow as a team. And we celebrate the moments as a team.

Based on our competitive compensation strategy and the experience of the incumbent, the hiring range for this position is \$60,000-\$70,000 annual salary, dependent upon your relevant qualifications and experience.

Please forward a cover letter and resume to shelley@hronthego.ca, noting "QEII Foundation candidate submission – Grant Officer" in the subject line. Qualified candidates will be interviewed as applications are received so for this reason, there is no set closing date.

