



Grants Manager, Ecosystem Fund

Date: June 1, 2026

Position: Permanent, Full-Time

Location:

Join the Canadian Queer Chamber of Commerce (CQCC) in championing the economic empowerment of 2SLGBTQI+ businesses across Canada.

Established in 2003, the Canadian Queer Chamber of Commerce is a trusted partner linking 2SLGBTQI+ businesses in Canada to the wider business community. The CQCC fosters economic growth by supporting and nurturing 2SLGBTQI+ businesses, entrepreneurs, students and allies, and by helping Canada's corporate bodies connect with the 2SLGBTQI+ business community. A leader in inclusive procurement, the CQCC is also the certifying body in Canada for 2SLGBTQI+ businesses.

Grants Manager, Ecosystem Fund

The Grant Manager, reporting to the Senior Manager, Ecosystem Fund, is responsible for planning, organizing, and monitoring grants to organizations supporting 2SLGBTQI+ entrepreneurs and businesses-owners across Canada. The role oversees all stages of the granting lifecycle, from community outreach to initial proposal review, to contracting and confirming milestones, and ongoing monitoring of the project and deliverables, ensuring compliance to program and fiscal requirements. The role's purpose is to:

- Administer the grant application process;
- Provide support to the implementation of the grant and evaluation processes to the recipients in their portfolio, including outreach and due diligence of applicants;
- Regularly monitor recipients and projects, ensuring compliance to approved plan and budget; and
- Support recipients to ensure grants help achieve the intended objectives.

CORE ACCOUNTABILITIES

Grants Coordination and Administration

The Grant Manager oversees CQCC's grant management process, across their portfolio, ensuring the grants achieve the objectives of proposed projects. This includes stewarding the grants and relationships through application, assessment, due diligence, contracting, ongoing monitoring and evaluation, and project closure. Specific duties include, are but not limited to:

- Administer grant management processes, across their portfolio, ensuring every facet is effectively and efficiently executed and compliant to program and fiscal requirements;
- Coordinate the intake and screening of proposals and applications for grants;
- Conduct due diligence on applicants to ensure they are well positioned to accept the funding and deliver on the proposed project;
- Provide support and guidance to applicants to ensure projects are aligned with CQCC objectives and outcomes;
- Monitor the recipients for legal, financial, and program compliance, including accurate and detailed record-keeping;
- Participate in the review and evaluation of grant recipients and projects to ensure return on the grant investment, involving formal report assessments and organization visits, as well as audits, if required;
- Develop and deliver additional strategic programming for recipients, including: capacity building, sector sustainability, communities of practice, and/or network convening;



- Ensure the proper administration of the grant management's workflow processes, forms, templates, reports and data to assure full compliance of recipients with internal controls and legal requirements;
- Collect data and information to generate regular reports and data analysis for recipients; and
- Generate reporting required for compliance and financial statement audits.

Managing Relationships

The Grant Manager builds and manages working relationships with CQCC's internal and external partners, helping these partners accomplish their program objectives and contribute to CQCC's strategic goals:

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- Build and maintain effective working relationships with internal partners in the implementation of grant management processes, and the integration of grant recipients with broader CQCC programming;
- Build and maintain open and effective communication with recipients across their portfolio, ensuring accountabilities and expectations are clarified and project deliverables are completed as proposed; and
- Engage with the Senior Manager, Ecosystem Fund and other Grant Managers in the proper implementation of the program.

Problem Solving & Ownership

The Grant Manager analyses and solves problems and addresses day-to-day issues to ensure smooth and efficient operations and help establish a supportive and empowering work environment and contribute to the accomplishment of CQCC program objectives:

- Identify continuous improvement in all aspects of grant management processes, to attain high effectiveness and efficiency;
- Update instructions, guidelines, and forms for applications, proposals, and project delivery, as required;
- Problem-solve grant scenarios, consulting with Senior Manager, Ecosystem Fund, if needed;
- Identify risks and advise on mitigation approaches, following CQCC's standards, practices, and procedures; and
- Provide information and support to improve and maintain the database, records, and documentation of all requirements.

CQCC & Personal Advocacy

The Grant Manager demonstrates personal leadership to fulfill the expectations of the role by taking ownership of personal development and assisting in the development of others, guided by a strong commitment to CQCC's mission and strategic direction:

- Ensure alignment of the administration of grant management processes, across their portfolio, to the strategic direction of CQCC;
- Manifest engagement to CQCC's goals, strategies and values in the day-to-day behaviours, relationship management, and administration of their portfolio;
- Engage in performance reviews and discussions with the Senior Manager, Ecosystem Fund and other CQCC team members (as needed) to identify areas for improvement and inform professional development plans; and
- Provide insights and recommendations to the Senior Manager, Ecosystem Fund on the delivery of the program and CQCC standards, policies and procedures.





DESIRED COMPETENCIES & EXPERIENCE

Education:

- Bachelor's degree in Non-Profit Management, Business Administration, Accounting or Finance or related field is preferred, or equivalent experience with funding programs

Experience:

- Experience in program and grant management approaches, requirements and processes
- Knowledge of and experience in preparing and assessing grant applications
- Experience developing and implementing communications plans to share program impact
- Financial and Business Analysis Skills including retrieving and analyzing data and preparing reports
- A strong understanding of 2SLGBTQI+ issues in Canada and challenges of not-for-profit 2SLGBTQI+ organizations
- Proven experience in developing, revising and working with multi-element administrative processes
- Project Management experience including use of project management tools
- Experience in leading and motivating a small, dispersed team
- Experience in maintaining and managing databases
- Experience working within a multiple interest-holder environment
- Experience in managing a funding program is required
- Previous experience working in a not-for-profit environment is an asset
- Previous experience with the 2SLGBTQI+ community is an asset

Competencies:

- SERVICE FOCUS – strong commitment to meet or exceed the expectations and requirements of internal and external stakeholders
- RELATIONSHIP BUILDING & APPROACHABILITY – possesses the ability to connect with others, make people comfortable and feel accepted and easily build rapport while maintaining professionalism and celebrating diversity
- ORGANIZATION – excellence in effectively managing time by breaking work into manageable tasks, identifying and focusing on priorities and accessing the necessary resources to get the job done; able to assist multiple team members at one time with various tasks; has the adaptability and flexibility to adjust priorities
- ACTING WITH INTEGRITY - demonstrated ability to execute, deliver and follow through on key activities and commitments while staying honest, open and trusting; strong attention to detail to submit work or send communications without error; able to handle sensitive information
- COMMUNICATING EFFECTIVELY – ability to exchange verbal and written information with varied audiences, ensuring mutual understanding of ideas and issues
- CONTRIBUTING to ORGANIZATIONAL EXCELLENCE – finding new and better ways of working by applying learning, feedback and experience; able to work independently AND with the team.
- FLUENCY in English and French is an asset

Terms

This is a hybrid, full-time position based out of CQCC's head office in Toronto, ON. Regular travel to events within the GTA and across Canada is required. Remote candidates based in Halifax, Montreal, or Vancouver may be considered, provided they are able to meet regular travel expectations and attend in-person meetings, events, and organizational commitments as required.

**Compensation**

Salary will be based on skills and experience, within the annual earnings range of \$65,000-\$80,000. Additional benefits round out the compensation package, including group benefit plan coverage, annual vacation, and a generous public holiday schedule including paid time off between Christmas Day and New Year's Day.

Applications

Applications will be reviewed on a rolling basis until the position is filled.

The CQCC strives to foster an inclusive workforce and is committed to applying principles of equity throughout the recruitment and hiring process. Members from equity-deserving groups are especially encouraged to apply and to self-identify. All qualified applicants will be considered. If you require accommodations for any part of the recruitment and hiring process, please contact Human Resources, at hr@queerchamber.ca