

Coast Opportunity Funds

Project Administrator Job Announcement

Coast Opportunity Funds (the “Coast Funds”) are two non-profit entities set up to invest \$120 million contributed by government and private funders to support sustainable economic development, self-sufficiency and conservation management in coastal British Columbia. The Funds will invest in viable businesses and conservation initiatives developed by coastal First Nations. The Funds have evolved out of groundbreaking land use decisions made by First Nations and British Columbia and represent an innovative and globally significant model of conservation financing. The Funds are currently offering an exciting opportunity for a dynamic, highly motivated and skilled professional to take on the challenges of Project Administration.

Salary and benefits packages are competitive and will be commensurate with experience. Please send a cover letter with salary expectations and resume to Coast Opportunity Funds at HR.coastfunds@telus.net. Positions will remain open until March 19, 2010.

We thank all applicants in advance; however, only those selected for an interview will be contacted. No phone calls please.

Project Administrator

Based in downtown Vancouver and reporting to the Director of Projects, you will be responsible for the internal project management process for both the economic development fund (~\$60M) and the conservation endowment fund (~\$60M), including primary responsibility for supporting the grant-making applications process.

Responsibilities

Organizational Responsibilities:

- Support the Director of Projects in efforts designed to foster and develop collaborative relationships with the 27 First Nation communities within the project region on the central and northern coast of BC and Haida Gwaii;
- Support activities related to financing and identifying other partnerships to leverage the Funds' success.
- Assist in disseminating relevant, value added information and analysis to maximize investment and business development opportunities for First Nations clients;
- Assist with efforts designed to develop partnerships with educational and other institutions to provide business development capacity and related expertise; and,
- Work with other members of the Coast Opportunity Funds team as directed by the Director of Projects.

Project Life Cycle Responsibilities:

Actively participate in all aspects of the Project Lifecycle for projects from both economic development and conservation, as described below.

Education & Information

- Inform and educate eligible First Nations of Coast Opportunity Funds' application process through updating Coast website and responding to calls and emails;

Project Summary & Application

- Receive and process letters of intent (LOI) and applications from First Nations for project funding, including ensuring all necessary compliance documents have been received;
- Accurately input all relevant project data into Pearl, a Microsoft Access-based grants management system;

Award Approval Process

- Prepare and post to Coast's secure website recommendations and other materials necessary for the Project Review Committee and Board of Directors to make a decision on the project;
- For approved applications, generate approval letters and funding agreements based on the terms and conditions dictated by the Board;
- Receive and process signed funding agreements, and coordinate award payments with finance staff;

Project & Award Management

- Receive and process all interim reports and application amendments, and ensure any related payments are made;
- Generate reports to track the status of each award and communicate clearly with Coast Funds' staff about known and potential problems;
- Compose and type project-related correspondence including correspondence outlining the status of the application to applicants for each step in the Project Lifecycle;
- Log and file project-related information including correspondence, miscellaneous documents and deliverables;

Project Close & Evaluation

- Receive and process final reports, including reviewing financial information and the narrative to ensure compliance with the original application and funding agreement;
- As time and skill allow, assist in the development of measurements and reporting tools to evaluate performance of projects;

Administrative Responsibilities:

- Ensure that program activities operate within the policies and procedures of the organization;
- Ensure that program activities comply with all relevant legislation and professional standards;
- Ensure the collection and maintenance of records on the clients of the program according to the confidentiality/privacy policy of the organization;
- Support the development and maintenance of the application manual (includes revised application policy, Pearl operations manual, financial checks & balances, monitoring & reporting protocols, compliance);
- Edit, proof and format deliverables, letters, manuals, presentations, etc, as needed;
- Manage and work with IT consultants to develop Pearl to meet the evolving needs of Coast Funds;
- Using Pearl, maintain and update data in Coast Funds' organization-wide contacts database; and

- Answer phones and assist with other miscellaneous administrative office duties, as needed.

The above information on this description has been designed to indicate the general nature and level of work performed by employees. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Profile

Skills

- Passionate about the vision and mission of the organization;
- Can walk in the shoes of the client and speak the same language;
- Communicates clearly and relates well to people – of all kinds, at all levels, and both internal and external to the organization;
- Rely on experience and judgment to plan and accomplish goals;
- Attention to detail a must;
- High level of competency in MS Office products including MS Word, Excel, PowerPoint, Access; and
- Can work independently and within a team.

Experience and Qualifications

- Minimum 7 years hands-on experience as a project administrator or related position;
- Degree/diploma in business administration or related field is preferable;
- Background in finance or related experience is an asset;
- Experience working with First Nations or other Aboriginal communities;
- Experience working on Great Bear Rainforest related initiatives is an asset;
- Track record in working cooperatively and effectively with many different public, private, non-profit and community partners;
- Working knowledge of modern economic development practices;
- Familiarity with foundation and grants management;
- Experience with a Grant Making software solution, preferably Pearl, Microsoft Access-based system; and
- Administrative experience in a senior administrative role, and/or office management an asset.