



## Job Description

### Conservation Grants Specialist

#### Purpose

HCTF administers and delivers several conservation granting programs that contribute to the achievement of the Foundation's vision as well as its mandate to invest in projects that maintain and enhance the health and biological diversity of British Columbia's fish, wildlife, and their habitats so that people can use, enjoy, and benefit from these resources.

The Conservation Grants Specialist is an administrative position that reports to the Manager, Evaluation Program, and provides a range of administrative, technical, and proposal and project evaluation services. The Conservation Grants Specialist:

- i. Administers the grant application process;
- ii. Provides technical and decision support to the grant and project evaluation processes;
- iii. Manages and maintains the proposal-tracking database;
- iv. Contributes to other technical assignments related to program delivery; and,
- v. Assists with other HCTF programs and processes, as needed.

#### Accountabilities

##### Administers the application intake process

- Plays a key support role for intake of proposals for HCTF's Enhancement and Restoration Grants, leads intake and review process for the Public Conservation Assistance Fund, and supports Land Stewardship, Habitat Acquisition, and other grant programs, as needed;
- Coordinates application intake processes, including responding to enquiries from proponents, overseeing the on-line application process and import of applications into the database, and sorting, filing, and tracking proposals and projects;
- Reviews applications for completeness and compliance with Foundation policies;
- Answers inquiries respecting Foundation objectives, grant policies, and application procedures from organizations, partnerships, and individuals considering applying for the Foundation's funding programs; and,
- Provides leadership in the analysis, review, and development of improved business processes.

##### Supports the proposal review process

- Prepares information packages including proposals, reports, and background information for technical reviewers;
- Participates in technical review committees and in the ranking of proposals to be presented to the Foundation's Board for review and approval;



- Ensures that all technical review comments, scores, and rankings are accurately recorded in the database, and prepares information packages for review and decision by the Board; and,
- As assigned, provides feedback and advice to proponents respecting proposals that were not approved.

#### Conducts monitoring and assessment assignments

- Contributes to the development and improvement of reporting forms, evaluation systems, and evaluation and monitoring terms of reference;
- Coordinates annual Evaluation Workshop of ~15 grant recipients, including reporting on workshop results; and,
- As assigned, conducts an initial technical review of project change requests and annual grant reports.

#### Develops relationships

- Builds and maintains effective working relationships with proponents, funding recipients, shareholders, stakeholders, other non-profit organizations, and government representatives essential to supporting biology and evaluation services;
- Builds and maintains a professional network of working biologists who contribute to the Foundation as technical reviewers, project leaders, and contractors conducting special projects.

#### Supports continuous improvement of administrative processes

- Develops, suggests, and implements improvements to all aspects of the relevant business lines, including the application forms, intake procedures, and information systems, reporting deliverables and performance measures, and implements approved changes;
- Takes the lead in updating instructions, guidelines, and forms for proposals and project delivery; and,
- Works with a database professional to improve and maintain the proposal tracking database, and to build and implement new IT products that streamline program administration.

#### Conducts technical assignments related to habitat conservation

- Collates and analyses information from the proposal tracking database to answer specific questions related to HCTF processes and performance;
- Evaluates information and writes reports on technical aspects of specific habitat conservation topics that relate to the Foundation's mandate; and,
- Maintains current knowledge of conservation issues for fish, wildlife, and their habitats, and with the efforts of the Foundation.



### Contributes to the Foundation team

- Supports a culture that reflects Foundation values of exceptional performance, continuous improvement, and ongoing learning and development;
- Contributes to open and effective communication links between staff and the management team; and,
- Supports a healthy and safe working environment.

### **Dimensions:**

Enhancement & Restoration Grants: ~250 proposals per year, 150 active projects

Public Conservation Assistance Fund: ~30 proposals per year, 1 to 2 intake cycles

### **Travel:**

This position involves travel of 2-3 days at a time, 2-3 times per year, for Board meetings, site visits, Evaluation Workshops, and other events.

### **Occasional weekend and evening work:**

At key times of the year (during proposal intake in November and December, and technical review meetings in January) evening and weekend work may be required.

### **Compensation:**

Wage: \$50,887.65 per annum

*This is a union position with a classification of Scientific/Technical Officer (BCGEU Grid 18, Step 1), starting increment of 15 days annual leave, and eligible for benefits package after successful completion of a 6 month probation period.*



## Qualifications

### Conservation Grants Specialist

A diploma in a field related to the responsibilities of this position such as Fish and Wildlife Technician, Renewable Resources or Sustainable Resource Management or, for persons without the foregoing, an equivalent combination of education, training, and experience.

This job requires experience as well as demonstrated success in:

- Developing, revising, and working with multi-element administrative processes;
- Maintaining and managing databases; and,
- Retrieving and analyzing data, preparing reports, and presenting concise conclusions and recommendations.

The successful candidate must have the ability to:

- Work efficiently and build effective relationships with others;
- Develop and implement operational and work plans in a timely and effective manner;
- Identify opportunities for continuous improvement in program and organizational processes; and,
- Work simultaneously on multiple projects, both independently and collaboratively.

There is a preference that applicants have:

- Knowledge of and experience with proposal preparation and/or review;
- Awareness of basic land and water administration in British Columbia;
- Technical knowledge of fish, wildlife, and their habitats in BC and an understanding of environmental and conservation issues in BC;
- Field experience in biological work that involves the application of knowledge of BC's fish and wildlife species and their habitats, ecosystems, and habitat enhancement techniques;
- Familiarity with scientific methodology, project design, and proposal preparation;
- Experience in a non-profit organization.