



**ISPARC**  
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Indigenous Sport,  
Physical Activity  
& Recreation Council

## **EMPLOYMENT NOTICE**

### **Grant Manager**

The Indigenous Sport, Physical Activity & Recreation Council (I-SPARC) is a provincial organization established for the purpose of improving the health outcomes of Indigenous people by supporting and encouraging physically active individuals, families, and communities. The programs and services delivered by I-SPARC are designed to build capacity and increase access to sport, recreation, and physical activity in First Nations, Aboriginal Friendship Centres, Métis Chartered Communities, schools, and other delivery agencies throughout British Columbia.

#### **General Description**

The Grant Manager will administer, oversee, and deploy a new granting program to provide In Care and Post care individuals with an opportunity to participate in sport, recreation, physical activity, or cultural programs. Along with the management of the grant process, the Manager will oversee and engage in strategies to promotion and marketing this new granting program and introduce it to key stakeholder organizations associated with In and Out of Care across BC; communities; and key sport, recreation, physical activity organizations and groups.

The Grant Manager will serve as a key member of I-SPARC's Leadership Team. They will work closely with the Chief Executive Officer, General Manager, Finance Team, as well as the Directors for Sport and Healthy Living to develop and oversee this new granting program for both individuals and organization applicants.

#### **Competencies and Requirements**

The ideal candidate will possess an extensive background in grantmaking, not-for-profit administration and lived experience from the In Care system. Specific qualifications include:

- Completion of a post-secondary certificate, diploma, or degree
- Three or more years of experience working in the not-for-profit or the public sector in grantmaking, project management and/or program marketing
- Experience in developing, promoting, and executing grantmaking processes
- Technical and working knowledge of the Care system in British Columbia (preference may be given to those with lived experience)
- Technical knowledge of sport, recreation and physical activity programs and their delivery preferred
- Have established networks/connections among Indigenous and/or Care sector, communities, and organizations
- Excellent interpersonal and customer service skills and ability to work effectively with others
- Strong verbal, written communication, and presentation skills in English
- Excellent attention to detail with the ability to solve problems, work independently, and thrive in a high-performance culture

- Strong technical computer skills that include ability to use a range of software applications including CRM and/or grants management software and Excel.
- Successfully undergo a criminal and vulnerable sector record check
- Awareness of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and the Calls to Action of the Truth and Reconciliation Commission (TRC) related to Sport.

**Term:** This is a full-time permanent position

**Salary:** The salary range is \$58,000-\$63,000 annually, which includes a comprehensive health benefits package.

**Location:** Office space will be established in a British Columbia location central to the successful candidate.

**To Apply:** Applications will be accepted until the position is filled. Please submit a cover letter, resume, and three references (name, title, relationship, and contact info) to the attention of Rick Brant, CEO at: [isparc@isparc.ca](mailto:isparc@isparc.ca)

All applications are appreciated, however, only those selected for further consideration will be contacted.

*Pursuant to section 41 of the BC Human Rights Code, preference may be given to qualified applicants of Indigenous ancestry*