



Job Description

Grant Manager (One Year Contract for Maternity Leave)

Job Details

Deadline: May 1, 2026 with a start date of July 15, 2026 to August 1, 2026

Salary: \$80,000- \$85,000 plus a comprehensive health and benefits package

Reports to: Director of Grants & Community Initiatives

Position Summary

Under the supervision of the Grant Director, the Grant Manager supports the administration and implementation of the Indigenous Youth and Community Futures Fund (IYCFF) and its annual grantmaking cycle. The Grant Manager is responsible for coordinating key aspects of the fund, including financial tracking, program administration, and engagement with Indigenous youth advisors and funded groups.

The Grant Manager leads the call for applications and promotes the fund through outreach and communications, including social media. They also organize and host information sessions to support potential applicants and provide guidance on the application process. They review incoming applications and develop a shortlist for further consideration. Working closely with the Indigenous Youth Advisors, the Grant Manager supports the review and selection process that determines which projects will receive funding.

The Grant Manager prepares grant agreements and contracts for approved projects and organizes orientation sessions for grantees. They also support the recruitment and onboarding of new Indigenous Advisors and facilitate community engagement activities such as sharing circles with funded groups.

Throughout the grant cycle, the Grant Manager ensures that financial tracking and reporting requirements are maintained, monitors project progress, and ensures that final reports and documentation are completed. The role also involves highlighting funded initiatives through communications and storytelling to promote the impact of IYCFF, as well as preparing updates and reports to share progress and outcomes with the Board of Directors.

This role requires strong organizational, communication, and relationship-building skills, along with a commitment to supporting Indigenous youth leadership and community-driven initiatives.

Responsibilities

1. Lead and promote the call for applications for the Indigenous Youth and Community Futures Fund (IYCFF) through outreach, communications, and social media.
2. Organize and host information sessions to support potential applicants and provide guidance on the application process.
3. Review incoming applications and develop a shortlist for further consideration for the Indigenous Youth and Community Futures Fund and other Laidlaw Foundation programs as required such as the Black Youth Fund (BYF) or Youth Action Fund (YAF).

4. Support the recruitment and onboarding of new Indigenous Advisors.
5. Work closely with the Indigenous Youth Advisors to review applications and support the selection process for funded projects.
6. Prepare grant agreements and contracts for approved applicants.
7. Maintain accurate financial tracking of grants, including monitoring allocations and payment schedules.
8. Ensure the grant portal is up to date, including payment releases, application records, reporting requirements, and communications with grantees.
9. Provide ongoing communication and support to grantees, responding to questions and helping ensure project success.
10. Ensure progress and final reporting requirements are completed and properly documented.
11. Prepare updates and reports for leadership and the Board of Directors on the progress and impact of the fund.
12. Develop and share communications and storytelling content highlighting funded initiatives and their impact.
13. Organize and facilitate sharing circles or gatherings with funded groups to encourage knowledge sharing and community building.
14. Collaborate with internal program and finance staff to ensure efficient grant administration and compliance with policies and procedures.
15. Participate in various committees and groups related to the philanthropic sector.

Key Contacts

- Laidlaw Foundation Staff
- Board and Committee Members
- Indigenous Advisors
- Chair
- Grantees and Potential Grantees
- General Public
- Community Partners
- Other Foundations

Scope

The Grant Manager works within a small and focused team and is responsible for coordinating the administration of the Indigenous Youth and Community Futures Fund (IYCFF). The role ensures that grant applications are received, tracked, and reviewed efficiently, and that communication with applicants and grantees is clear and timely.

The Grant Manager oversees key aspects of the grantmaking process, including maintaining the grant portal, tracking payments and reporting requirements, supporting the review process with Indigenous Youth Advisors, and ensuring all grant records and documentation are up to date. The role also involves supporting outreach and engagement activities related to the fund, while ensuring that all grant processes, from application to final reporting, are managed effectively and in alignment with organizational policies.

Education and Experience

1. Minimum of three years' experience in granting processes, grant management, or a related field in the nonprofit or philanthropic sectors.

2. Minimum of two years' experience in organizing, coordinating, and demonstrating commitment to decolonization and social justice issues.
3. Demonstrated experience working effectively with Indigenous groups, youth, grassroots groups, equity-denied groups, and community-based organizations in Ontario.
4. Strong understanding of the nonprofit sector and of systemic issues that perpetuate anti-Black and anti-Indigenous racism, and legacies of settler colonialism.
5. Project management skills and demonstrated ability to manage complex projects.
6. Experience with or significant understanding of program evaluation methods.
7. Demonstrated skills in relationship management and communications.
8. Effective written and verbal communication skills that can contribute to reports, plans, and external communication materials
9. Post-secondary diploma or degree in a related field or relevant experience
10. Preference will be given to Indigenous candidates (First Nations, Inuit, and Métis), particularly those with lived experience and strong relationships within Indigenous communities.

If you are applying as an Indigenous candidate, please include a copy of your Status Card, Métis citizenship/membership card, or Inuit beneficiary card. If you do not have one of these documents, you may instead provide a letter from your First Nation, Métis, or Inuit band council, and/or a letter from an Indigenous-led organization, Elder, or Knowledge Keeper confirming your connection to the community. Please note that family trees will no longer be accepted as documentation.

COMPETENCIES

Results Oriented	<ul style="list-style-type: none"> ● Advances mission through effective interface with staff and grantees.
Consultative	<ul style="list-style-type: none"> ● Effectively communicates organizational perspectives to grantees, applicants, and the general public.
Youth Focused	<ul style="list-style-type: none"> ● Connects with and understands issues affecting youth, particularly Black and Indigenous young people. ● Remains current with emerging youth issues.
Relationship Building	<ul style="list-style-type: none"> ● Fosters ongoing relationships with internal and external stakeholders, advisors, and grantees.

STRATEGIC AGILITY AND INSIGHT

Strategic Thinker	<ul style="list-style-type: none"> ● Shows agility and persistence to ensure objectives are achieved.
Motivator	<ul style="list-style-type: none"> ● Demonstrates a personal sense of purpose for the Mission, Vision, Values, and Theory of Philanthropy of the Foundation.

ORGANIZATIONAL ACUMEN

Accountability and Operations	<ul style="list-style-type: none"> ● Maintains accurate financial tracking and record-keeping to ensure compliance with grant agreements, organizational policies, and reporting requirements. ● Ensures the grant portal is up to date, including payment releases, reporting timelines, and communications with grantees. ● Demonstrates service excellence through continuous improvement. ● Stewards organizational resources.
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Learning and Evaluation	<ul style="list-style-type: none"> • Supports the implementation and maintenance of a grant reporting system that provides meaningful data on funded projects and program impact. • Works collaboratively with the team to collect and analyze data that contributes to internal learning and quarterly reports to the Board of Directors. • Helps document and share lessons learned and program outcomes to strengthen future grantmaking and community impact.
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RESPECT AND TEAM CULTURE

Role Model	<ul style="list-style-type: none"> • Models the Foundation’s Values.
JEDI	<ul style="list-style-type: none"> • Supports a respectful organizational culture. • Supports a positive working environment that embraces justice, equity, diversity, and inclusion, that listens to feedback and builds organizational trust and respect. • Works towards a trust-based philanthropy approach in grantmaking
Ethical	<ul style="list-style-type: none"> • Accepts responsibility and holds self and others to a high level of accountability. • Uses authority and influence in a responsible and ethical manner.

Location of work: Laidlaw staff currently operate in a hybrid model, with in-person work based at Foundation House (Yonge and St. Clair). Applicants must be located in Ontario. Those not based in Toronto will work fully remotely.

What we offer:

- Four-day work week
- Generous holiday and time-off policy
- A collaborative and supportive team
- Competitive salary and benefits
- Support for professional and personal development

Application Process:

Please send your resume and cover letter to abernard@laidlawfdn.org by May 15, 2026.

The Laidlaw Foundation, established in 1949, is a private philanthropic organization focused on the public interest. Laidlaw supports young people, particularly Black and Indigenous youth, who are disadvantaged by the criminal system, overly pushed out of education, overrepresented in the child welfare system, and facing environmental racism. For more information on the current work of the foundation please visit: www.laidlawfdn.org.