

Grants & Projects Coordinator Job Posting



About Forager Hill Consulting

Forager Hill Consulting collaborates with Indigenous Governments to champion the strong vision of Indigenous leaders and bring their resilience goals to life. Since 2020, we've been working alongside First Nations to implement effective strategies for climate adaptation, disaster resilience, and language and cultural revitalization. We believe in a holistic approach to resilience, offering a comprehensive set of services tailored to the unique needs and visions of each community. Our team of experienced professionals provides hands-on support in community planning, funding strategies, language revitalization and project management, ensuring that Indigenous communities have the resources and expertise they need to build a strong future on their own terms.

Position Summary

Forager Hill Consulting is seeking a skilled and detail-oriented Grants & Projects Coordinator to join our team on a contract basis. This position focuses on developing high-quality funding proposals and supporting the coordination of funded projects in partnership with Indigenous governments and organizations. The Grants & Projects Coordinator will work closely with community leadership and internal team members to translate community priorities into compelling, fundable proposals and support project delivery through strong project management practices.

Key Responsibilities

- Meet with community leaders, administrators, and Forager Hill Consulting team members to understand community priorities, project goals, and funding needs.
- Research, track, and assess funding opportunities from government programs, foundations, and other funding bodies aligned with Indigenous-led community priorities.
- Lead the development of clear, compelling, and funder-aligned grant proposals and funding applications.
- Coordinate proposal development timelines, inputs, and approvals to ensure deadlines are met.
- Develop project budgets, workplans, and supporting documentation in collaboration with community partners.

- Support project management for funded initiatives, including tracking deliverables, timelines, and reporting requirements.
- Prepare and submit grant reports, ensuring accuracy, clarity, and alignment with funder expectations.
- Maintain organized records of funding opportunities, applications, awards, and reporting schedules.

Qualifications

- Bachelor's degree in Geography, Environmental Sciences, Community Planning, Emergency Management, Social Sciences, Indigenous Studies, Environmental Studies,, or a related field.
- 2+ years of experience in grant writing, funding coordination, or a related role.
- Strong project management skills, with the ability to manage multiple timelines and deliverables simultaneously.
- Excellent written communication skills, with strong attention to detail and clarity.
- Experience working with Indigenous governments and communities, or a strong understanding of Indigenous community development principles.
- Proficiency in Google Workspace (Docs, Sheets, Slides).
- Ability to work independently in a remote environment, with occasional travel to rural and remote Indigenous communities.
- Experience writing successful grant proposals for community-based or Indigenous-led projects preferred.

Compensation

\$30-\$35 per hour, based on qualifications and experience.

Location

Remote work, with occasional travel to rural and remote indigenous communities required.

To Apply

Please submit your resume and cover letter to jannajanzen@foragerhill.ca.