



Canadian Mental
Health Association
Association canadienne
pour la santé mentale



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Career Opportunity

National Grants Manager Full Time, Permanent Position

The Canadian Mental Health Association is seeking qualified applicants for the role of a **National Grants Manager** to join the Fund Development team. This role is for you if you are passionate about corporate giving, possess an expertise in foundations relations and are looking for an opportunity to make a difference in Canadians' mental health.

About CMHA: Founded in 1918, the Canadian Mental Health Association (CMHA) is the most established, most extensive community mental health network in Canada. Through a presence in more than 330 communities across every province and one territory, CMHA provides advocacy and resources that help to prevent mental health problems and illnesses, support recovery and resilience, and enable all Canadians to flourish and thrive. Our vision is a Canada where mental health is a human right. CMHA has been chosen as one of [Canada's best places to work by Forbes magazine](#) in 2023.

Position Summary: The National Grants Manager is pivotal in advancing CMHA's mission through effective management and growth of its grants portfolio. This includes securing funding from corporations, government agencies, foundations, and other grant-making organizations. The role involves identifying, developing, and submitting grant proposals, managing relationships with funders, and ensuring compliance with grant requirements. This position offers an exciting opportunity to contribute significantly to the mental health and wellbeing of Canadians.

Location: This position will be based at our office located in downtown Toronto. To encourage collaboration and explore new ways of working, CMHA National supports a 4-day work week, hybrid model of 2 days in the office.

Reporting: National Chief Philanthropy & Partnerships Officer

Position Responsibilities:

- Grant Management and Development: Identify, develop, and submit grant applications to secure funding for CMHA programs, policy and initiatives. Manage the full lifecycle of grants, from prospect research to proposal writing, submission, and reporting.
- Relationship Building: Cultivate and maintain relationships with existing and potential grantors, including government agencies, foundations, and other entities.
- Collaboration: Work closely with other departments (programs, policy, communications) to gather information for proposals and reports. Ensure alignment of grant-funded projects with CMHA's strategic goals and compliance with funder requirements.
- Reporting and Compliance: Oversee the preparation of timely and accurate reports for funders. Ensure adherence to all grant requirements, including financial tracking and project outcomes.
- Strategy Development: Contribute to the development and implementation of strategies to grow the grants portfolio, including identifying new funding opportunities and enhancing engagement with current funders.

Education:

- University or college degree in any field of study or an equivalent combination of education, training, and experience.

Experience:

- 5+ years of experience in grant writing and management, preferably in the non-profit sector.
- Proven track record of securing funding from corporate, government and foundation sources.
- Mental health/healthcare or health promotion experience is an asset.
- Experience in a federated non-profit is an asset

Knowledge:

- Strong understanding of the grant funding landscape, including corporations, government and foundation funding mechanisms.
- Familiarity with mental health issues and advocacy is an asset.
- Diverse life experience and curiosity about people and organizations is an asset.

Skills:

- Excellent written and verbal communication skills, including the ability to craft compelling grant proposals.
- Strong organizational and project management skills.



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- Ability to work collaboratively with diverse teams and manage multiple priorities.
- Resourceful, hands-on self-starter with a strong work ethic and a collaborative, team-oriented style.
- Project management certification or experience, with knowledge of project management principles and excellent time management skills for a shifting, fast-paced and deadline-driven environment.
- Proficiency with MS Office and other digital platforms and tools including CRMs (e.g., Salesforce or Raisers Edge), iWave, Grant Connect, online giving platforms such as Donor Drive
- Bilingual (French & English) would be a significant asset.

Compensation: \$70,000-\$75,000 per year commensurate with experience and qualifications; along with benefits, a flexible work environment and a workplace culture committed to personal wellbeing and psychological safety.

Benefits:

Dental care, extended health care, life insurance, vision care, employee assistance program, flexible schedule, paid time off (vacation, sick and work life balance days), wellness program, work from home, hybrid work. Pension plan for eligible staff.

Working conditions:

- This is a full-time position, note that CMHA National is currently piloting a reduced work week initiative (four days a week)
- This position functions in a normal office environment, using typical office equipment, with extended periods of sitting, telephone interaction and/or working at a computer and no unusual physical demands.
- Due to the public nature of this job, there may be some challenging contacts or situations from external stakeholders.

Are you a fit?

If you are interested in applying for the role, please submit a PDF copy of your resume and cover letter by April 15, 2024 to careers@cmha.ca. The subject line should mention "National Grants Manager". We thank you for your interest and please note that only those identified for an interview will be contacted.

To learn more about CMHA, visit: www.cmha.ca

CMHA is committed to our workforce reflecting the diversity of the communities within which we work. As such, we explicitly encourage applications from people with lived experience of a mental illness, persons with disabilities, members of Black, Indigenous and racialized communities, people of all sexual orientations, gender identities and expressions, and others who may contribute to the diversity of our staff. We invite you to self-identify in your cover letter. Please let us know if you require accommodations throughout the application process.