



Greenlands Granting Support Coordinator

About Ontario Land Trust Alliance (OLTA)

The Ontario Land Trust Alliance (OLTA) is an environmental charitable organization, with a mission to empower a vibrant and enduring land conservation community in Ontario. OLTA accomplishes this through providing direct support for nature conservation and stewardship, offering training and educational programs; promoting community networking; helping to ensure land trusts meet (and exceed) a set of national standards and practices; and raising the profile of the work of land and nature trusts.

OLTA's Greenlands Conservation Partnership (GCP) aims to conserve ecologically important natural areas and contribute to Ontario's protected area objectives. Ontario Land Trust Alliance administers this program for local and regional land trusts. In the first four years, the program exceeded its targets, providing more conserved natural areas and more access to nature for the people of Ontario.

For more information about OLTA and land trusts, please visit www.olta.ca

Job Details

Job Title: Greenlands Granting Support Coordinator

Reporting to the Senior Operations and Grants Manager, the Greenlands Granting Support Coordinator is responsible for supporting the administration of our Greenland Conservation Partnership grant program, which supports land trusts to preserve and steward more areas of significant ecological importance.

The Greenlands Granting Support Coordinator will assist the Greenlands Program Administrator with collating information for the program, in conjunction with Program staff and partner organizations.

The Greenlands Granting Support Coordinator will support the Greenlands Program Administrator in working with Finance staff for financial reporting under the program, as well as Communications staff for program content and information for communication and outreach opportunities.

The Greenlands Granting Support Coordinator must be able to manage, understand, and interpret complex data, and be prepared to provide summarized information for various audiences.

The Greenlands Granting Support Coordinator will be expected to develop an excellent knowledge of program requirements and the application of the program implementation rules.

Tasks & Responsibilities:

Support the Greenlands Program Administrator with:

- Preparing call for proposals, application templates and any other program materials.
- Overseeing the grant application process and supporting applicants.
- Reviewing grant applications for compliance with program requirements and preparing package of grant applications for distribution to the grant review committee.
- Coordinating the activities of the grant review committee.
- Preparing funding recommendations for approval.
- Preparing funding agreements and reporting templates and managing award, invoicing and reporting process with approved grant recipients.
- Maintaining detailed tracking system and electronic and paper files.
- Tracking progress towards completing deliverables.
- Preparing grant program reports for ultimate funder and completing all grant-program tasks required by our agreement.
- Conducting annual program review.

Other Responsibilities:

- Work with communications staff to create and share program communications
- Provide support to the other OLTA staff and projects, as required.
- Other duties, as assigned.

Other Requirements:

- Access to a home office workspace
- Must have access to high-speed internet and adequate bandwidth, as working from home will be required most of the time

Employment Type:

This is a full-time position of 37.5 hours per week until February 28, 2026. The position is based at the OLTA office in downtown Toronto (currently remote working in Ontario). Hours are flexible around core hours, occasional travel within Ontario will be expected.

Salary range: \$40,000-45,000

To Apply:

Applications from Indigenous and racialized applicants are encouraged. We openly welcome and invite applications from persons with disabilities and those protected by the human rights code and will provide accommodation during all stages of the recruitment and hiring process, upon request.

If you are interested in joining our team, please submit a cover letter and your resume (PDF) to recruitment@olta.ca, indicating Greenlands Granting Support Coordinator in the subject line. Deadline for applications is February 17, 2025 at 11:59 PM EST.

Applications will not be accepted by fax and/or regular mail. No phone calls please.

OLTA thanks all applicants for their interest; however, only those being considered for an

interview will be contacted.

For more information about OLTA, please visit our website at www.olta.ca.