



## BOF Grants Program Specialist

### Overview

**Position Type:** Full-Time

**Location:** Toronto, Hybrid (2 days per week in office)

**Reports To:** Programs Manager

**Salary:** \$77,000 - \$81,000

### About BOF

Black Opportunity Fund (BOF) aims to support the dismantling of the impacts of systemic anti-Black racism in Canada by delivering sustainable and needs-informed capital streams, managed by Black People for the benefit of Black people. BOF also works nationally to strengthen collective action by Black organizations and leaders, helping them to create new and more impactful ways to support and advocate for our community.

### Position Overview

The Grants Program Specialist is a key member of the Programs Team and plays a central role in advancing the mission of the Black Opportunity Fund by supporting the design, implementation, and management of BOF's Grants Program initiatives. The Specialist oversees grant cycles, strengthens partner relationships, ensures operational excellence, and contributes to strategic program development.

Working closely with the Programs Manager and other team members, the Specialist ensures that BOF's granting activities are equitable, transparent, and responsive to the needs of Black-led and Black-serving communities across Canada.

### Key Responsibilities

#### 1. Grant Program Management

- Lead the full lifecycle of grant programs, including application development, intake, review coordination, selection processes, contracting, and reporting.
- Develop and refine grant guidelines, eligibility criteria, scoring rubrics, and program documentation.
- Manage timelines, workflows, and communication plans to ensure efficient and effective program delivery.
- Monitor grant performance and compliance, ensuring alignment with BOF's mission and funding priorities.

## **2. Community & Interest-holder Engagement**

- Serve as a primary point of contact for applicants, grantees, and community partners.
- Facilitate information sessions, webinars, and outreach activities to support equitable access to BOF funding.
- Build and maintain strong relationships with Black-led organizations, sector partners, and subject matter experts.

## **3. Data, Evaluation & Reporting**

- Track program metrics, analyze grant outcomes, and prepare internal and external reports, in collaboration with the Data & Evaluation Specialist and other internal and external interest-holders.
- Support the development and implementation of evaluation frameworks to measure impact and inform continuous improvement.
- Maintain accurate records in BOF's grants management system and ensure data integrity.

## **4. Strategic Program Development**

- Provide insights and recommendations to enhance BOF's granting strategies, processes, and community impact.
- Conduct research on sector trends, community needs, and best practices in equitable philanthropy.
- Collaborate with the Programs Manager and leadership team on new funding streams, partnerships, and program innovations.

## **5. Internal Collaboration & Leadership**

- Work cross-functionally with Communications, Finance, Data & Evaluation Specialist, and Operations teams to ensure cohesive program execution.
- Contribute to organizational planning, policy development, and strategic initiatives.

## **Qualifications**

### **Education & Experience**

- Post-Secondary education in Business Administration, Social Sciences, or related field, or relevant combination of education and experience.
- 3–5 years of experience in Granting, program administration, community development, or related work.
- Experience working with Black communities or equity-seeking groups strongly preferred.

### **Skills & Competencies**

- Strong understanding of Granting processes and nonprofit sector dynamics.

- Excellent project management and organizational skills with the ability to manage multiple priorities.
- Strong written and verbal communication skills, including the ability to present information clearly and professionally.
- Proficiency with grants management systems, CRM platforms, and Microsoft 365.
- Ability to analyze data, identify trends, and prepare high-quality reports.
- Demonstrated commitment to equity, community-centered approaches and a deep understanding of the impacts of anti-Black racism.

### **Personal Attributes**

- Collaborative, relationship-focused, and community-minded.
- Detail-oriented with strong critical thinking skills.
- Comfortable working in an agile and evolving environment.
- Passionate about advancing economic and social opportunities for Black Communities in Canada.

### **Working Conditions**

- Hybrid, 2 days per week onsite.
- Occasional evening or weekend work for community events or meetings.
- Some travel may be required.

### **EMPLOYEE BENEFITS:**

- Extended health benefits: medical, dental, vision, life insurance, mental health support, physio, massage, and other specialist services.
- Non-traditional time off benefits.
- Opportunity to contribute to an organization with a meaningful social impact mandate.

### **COMPENSATION:**

The target hiring range for this position is \$77,000 - \$81,000 per annum, commensurate with experience and project funding. Final placement within this range will be determined based on market conditions, internal equity, and the candidate's experience, skills, and qualifications

**Black Opportunity Fund** is committed to fostering a collegial work culture grounded in diversity and inclusiveness. We strive to build a team that reflects the diversity of the community we work in and serve, so we encourage applications from traditionally

marginalized groups such as Black, Indigenous and racialized persons, persons with a disability, women, persons of a minority sexual orientation and/or gender identity, and all candidates who would contribute to the diversity of our community.

Accommodation is available on request for candidates taking part in all aspects of the selection process.

## How to Apply

Interested candidates are invited to submit a **resume and cover letter as a single PDF file** outlining their interest in the role and alignment with BOF's mission to:

[\*\*BOF\\_HR@blackopportunityfund.org\*\*](mailto:BOF_HR@blackopportunityfund.org)

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### Posting Timeline

- **Post Date:** May 8, 2026
- **End Date:** May 22, 2026