



Make working for
The City work for you.



Senior Capital Grant Consultant

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As the Senior Capital Grant Consultant, you will lead corporate-wide strategy work, focusing on leveraging external funding and financing options for projects. You will create the overall strategy for how the corporation identifies, assesses, and advances potential funding and financing plans. In collaboration with Treasury, you will also develop criteria for the evaluation of funding and financing options, researching and recommending funding or financing strategies, preparing applications for the respective programs, and engaging closely with Executive Leadership Team (ELT), Council, and committees. Primary duties include:

- Create and maintain a comprehensive plan for how the entire organization identifies, assesses, and advances potential funding and financing options.
- Refine the corporate strategy and integration of funding and financing options with business planning, based on organizational and council direction and feedback.
- Identify potential programs that could be used to supplement Service Plans and Budgets, and adjust allocations as additional funding sources are confirmed.
- Ensure alignment with the corporate strategy, working with Services to understand individual capital requirements and unfunded needs.
- Manage assigned projects, including developing project charters, preparing Requests for Proposals and evaluations, monitoring project status, and managing risks.
- Provide leadership to a team of Capital Grant Coordinators, as well as indirect supervision of project team members and consultants.
- Oversee quantitative and qualitative materials analysis to identify and extract themes, synthesize findings, and form evidence-based conclusions.
- Prepare and present reports and project-related materials to various audiences, including Council, committees, General Managers/ELT and senior leaders.
- Communicate and build ongoing relationships with funding agencies.

Qualifications

- A degree in Political Science, Public Administration, Finance, Engineering, or a related field with at least 10 years of progressive experience in program development, project management, financial planning, or strategic planning; OR
- A graduate degree in Political Science, Public Administration, Finance, Engineering, or a related field with at least 8 years of progressive experience in program development, project management, financial planning, or strategic planning.
- Equivalent combinations of experience and education may be considered.
- Experience in leading complex programs, working directly with and advising senior management, and facilitating leadership conversations is essential.
- Experience in preparing and presenting complex reports will be considered an asset.
- The successful candidate will have demonstrated skills in leading corporate strategy, project management, and building strong, positive working relationships with colleagues, clients, or elected officials.
- Success in this position requires political acumen, results orientation, strategic and critical thinking, and creative problem-solving skills.

Pre-employment Requirements

- Success applicants must provide proof of qualifications.

Union: Exempt
Position Type: 1 Permanent
Compensation: Level E \$80,640 – 121,760 per annum
Hours of work: Standard 35 hour work week
Audience: Internal/External

Business Unit: Capital Priorities and Investment
Location: 800 Macleod Trail SE
Days of Work: This position works a 5 day work week earning 1 day off in a 3 week cycle.
Apply By: March 1, 2024
Job ID #: 309245

Apply online at www.calgary.ca/careers