



Position Title: Housing Grant and Funding Analyst

Position Status: Full-Time Regular

Department: Regional Planning & Housing Services

Employee Group: Teamsters Local 31

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: PG T22 \$2,837.65 - \$3,340.08 bi-weekly

Our Regional Planning & Housing Services Department is seeking a Housing Grant and Funding Analyst who will support affordable housing development projects and strategic portfolio development to deliver on the *Metro Vancouver Housing 10-Year Plan*. This will include seeking and coordinating grant opportunities to support the delivery of sustainable, affordable, and accessible housing, coordinating reporting requirements for funding programs, research and data collection, analyzing housing and financial data, writing grant applications, memos, and reports, and other related tasks.

You are: passionate about affordable housing and finding innovative ways to fund development. You are experienced with financial analysis, research and data collection, and grant writing and bring knowledge about the affordable housing industry and key Provincial and Federal funding programs. You are able to work independently and in a fast-paced and dynamic environment and you thrive under tight timelines and can successfully manage and prioritize workload. You are proactive, positive, and a creative problem solver who can easily adapt to changing priorities.

This role:

- In collaboration with a superior, prepares cost benefit analysis for funding strategies based on predetermined scope of the housing development projects; presents cost estimates, revenue projections, and return on investment analysis; and conducts projections.
- Prepares grants and funding proposals in accordance with funding requests; obtains necessary information from project teams; effectively communicates project goals, requirements, and impacts for the proposal.
- Monitors and reports on grant funded projects; ensures compliance with grant application requirements and objectives; compiles key performance indicators; provides reports on key performance indicators for funders.
- Researches and identifies external funding opportunities that aligns with project objectives; assists in the analysis of funding requirements; identifies available and upcoming grant opportunities.

- Prepares research and analysis to support strategy work and opportunities for innovation; coordinates information gathered from team leaders, project briefs, and other available resources; formulates information gathered to inform decision making.
- Establishes and maintains effective and collaborative working relationships with internal and external contacts; provides information and assistance related to grant and funding proposals.
- Performs related work as required.

To be successful, you have:

- Bachelor's degree in business, communications or other discipline related to the work (i.e. land economics), supplemented by some experience with grant writing; or an equivalent combination of education and experience.
- Considerable knowledge of standard statistical and analytical methodology as it relates to the work performed.
- Considerable knowledge of departmental functions, objectives and procedures.
- Considerable knowledge of grant and funding process and technical writing related to the work (i.e. housing)
- Ability to conduct research, using various sources, and to analyze, and present information obtained in an effective manner.
- Ability to identify and define data requirements and gather, organize, analyze, and interpret data from a wide variety of sources, and to formulate a variety of options.
- Ability to monitor grant and funding opportunities and to prepare preliminary cost estimates.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts.
- Ability to communicate effectively, orally and in writing, and to prepare correspondence and reports.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovancover.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by July 23, 2024.