



**Position Title:** Housing Grant & Funding Analyst

**Position Status:** Full-Time Temporary (This position to last not later than September 18, 2026 with the possibility of extension)

**Department:** Housing

**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 & Funding Analyst to support affordable housing development projects and strategic portfolio growth aligned with the *Metro Vancouver 10-Year Plan*. This role involves identifying and coordinating grant opportunities to support the delivery of sustainable, affordable, and accessible housing, managing funding program reporting requirements for funding programs, conducting housing and financial data research and analysis, and preparing grant applications and related documentation, and other related tasks.

You are: passionate about affordable housing and bring a creative, solutions-focused mindset to funding development. With some familiarity in financial analysis, research and grant writing, you understand the affordable housing landscape and key Provincial and Federal funding programs. You work well independently in a fast-paced and dynamic environment, thrive under tight timelines, and adapt easily to shifting priorities. You are proactive, positive and skilled at managing competing deadlines.

**This role:**

- In collaboration with a superior, supports cost benefit analysis for funding strategies for housing development projects; prepares cost estimates, and revenue projections.
- Assists in preparing 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, supplemented by some experience with grant writing; or an equivalent combination of education and experience.
- Considerable knowledge of statistical and analytical methodology as it relates to the work performed.
- Considerable knowledge of departmental functions, objectives and procedures.
- Considerable knowledge grant and funding processes and technical writing related to the work.
- 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 assist in the preparation 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.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

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](mailto: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 October 20, 2025.*