



Saskatoon Public Schools Foundation

Programs and Grants Manager

Location: Saskatoon, SK

Report to: Chief Executive Officer

Objective and Scope:

The **Programs and Grants Manager** plays a vital role in supporting Saskatoon Public Schools Foundation's (SPSF) mission to enhance learning opportunities for students across Saskatoon Public Schools. Reporting directly to the CEO and working closely with SPSF staff, SPSF Board of Directors and Saskatoon Public Schools, the **Programs and Grants Manager** will manage SPSF programs and increase the grants portfolio to ensure sustainable funding for SPSF initiatives. The role also provides operational and administrative support, ensuring smooth execution of programs and contributing to the SPSF's continued growth and impact. In joining SPSF's dynamic and close-knit team, you will play a key role in turning ideas into action, ensuring every project and partnership helps students thrive and strengthens the future of public education in Saskatchewan.

Responsibilities:

Program Management

- Collaborate with the CEO, SPSF staff, and Saskatoon Public Schools to oversee and support SPSF programs.
- Manage and administer the Power Up Projects, including application review, selection, reporting, and impact evaluation.
- Provide organizational and reporting support for initiatives such as Early Learning Equal Start, Camp Brain Power, and Canpotex Cheer Crates.
- Develop systems and processes to ensure efficient program delivery and measurement of outcomes.
- Foster strong working relationships with teachers, principals, and partners to identify new opportunities that align with SPSF's mission.
- Work with SPSF staff to coordinate program logistics, communications, and recognition activities to celebrate impact and inspire ongoing engagement.

Grants and Sponsorships

- Research, identify, and apply for grant and sponsorship opportunities that align with SPSF's priorities.
- Develop compelling, data-driven proposals and reports that clearly communicate outcomes, impact, and need.
- Build and maintain strong, lasting relationships with current and prospective funders, ensuring consistent stewardship and transparent communication.
- Track funding cycles, reporting deadlines, and deliverables to maintain compliance and maximize renewal potential.
- Explore innovative funding sources, including corporate partnerships and community-based collaborations.

Operations and Governance

- Support day-to-day financial functions including processing invoices, reconciling accounts, and preparing reports for the CEO and Board.





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- Assist in annual audit preparation, budget development, and monitoring of financial performance against objectives.
- Provide administrative and logistical support for the Board of Directors and committees, including preparing materials, recording minutes, and maintaining governance documents.
- Contribute to policy development and process improvement in alignment with nonprofit best practices.
- Assist in event coordination and representation of SPSF at community engagements and fundraising activities.
- Ensure alignment of programs and fundraising initiatives with the organization's strategic plan and mission.

Collaboration and Communication

- Work closely with SPSF team to share ideas, celebrate achievements, and contribute to a positive, innovative workplace culture.
- Communicate effectively with a variety of stakeholders including educators, donors, partners, and the public.
- Represent SPSF professionally and enthusiastically in all interactions to promote awareness of public education and SPSF's impact.

Requirements:

Education and Experience:

- A post-secondary degree or equivalent experience in administration, project management, or fundraising is an asset. An equivalent combination of education and experience will be considered.
- 3 years minimum of progressively responsible experience in a nonprofit, fundraising, or educational organization.
- Demonstrated experience in grant writing, proposal development, and project coordination.
- Familiarity with financial reporting, audits, and budgeting processes.

Skills and Competencies:

- Exceptional written and verbal communication skills.
- Strong relationship-building and stakeholder management abilities.
- Proficiency in Microsoft Office Suite. QuickBooks, and fundraising software (e.g., Blackbaud) are assets.
- Highly organized with strong project management skills and attention to detail.
- Adaptable, collaborative, curious, and able to manage multiple priorities in a dynamic environment.
- Demonstrated initiative, flexibility, and enthusiasm for teamwork.
- Passion for public education and community impact.

Interested in learning more about this amazing opportunity? Contact Melanie Mack at melanie@essencerecruitment.ca

