

Join Our Team as Senior Grants Specialist

Are you ready to dive into a fast-paced environment where your talents will help shape a growing social purpose organization? Partners for Affordable Housing is on a mission to tackle one of Canada's most urgent challenges, housing affordability, and we're looking for a strategic, driven **Senior Grants Specialist** to join our team.

This is a unique opportunity to help build and scale an organization from the ground up, contributing directly to innovative, systems-level solutions that create lasting impact. If you're energized by possibility, passionate about social change, and ready to roll up your sleeves, we want to hear from you.

About Us

Partners for Affordable Housing (Partners) is a national social purpose organization committed to unlocking access to permanent, affordable, and accessible housing for the 4.4 million people in Canada who need it. Through collaboration with government, philanthropy, financial institutions, and nonprofit housing providers, we work to accelerate the development of non-market housing by addressing systemic barriers, aligning funding, and building local capacity.

We are a catalyst for bold, cross-sector solutions rooted in equity, inclusion, and community-driven impact. Join us in our mission to make affordable housing a reality for all Canadians.

Your Role

As a strategic and systems-oriented Senior Grants Specialist, you will lead the design, implementation, and continuous improvement of our national grants program. As a key member of the leadership team, your role will oversee all aspects of our funding portfolio—from intake and evaluation to contracting, progress monitoring, and impact reporting.

You have a deep understanding of the affordable housing ecosystem and a track record of working directly with community housing providers to increase their capacity. You bring experience coaching organizations, managing complex funding proposals, and translating data into compelling stories to inform strategy and engagement.

Given that Partners is still in a formative stage of growth, you will also contribute to cross-functional areas such as supporting Partners' own grant applications, participating in stakeholder engagement and collaboration efforts, and contributing to organizational scaling and strategic development. Your responsibilities will include:



Grants Program Leadership:

- Develop and lead a robust, equity-centered grants program aligned with Partners' mission and strategic priorities.
- Evaluate sector needs and funding trends to propose and design new grant making opportunities.
- Refine and manage tools, systems, and performance indicators to track portfolio health and progress.

Grant Management:

- Provide individualized coaching to community housing providers to increase accessibility of new practices, policies, and programs.
- Evaluate complex funding proposals and manage grants from intake through to close-out, including contract negotiation, budget review, and milestone tracking.
- Review and approve grant modifications, ensuring projects meet agreed targets and deliverables.

Data, Impact & Strategy:

- Conduct qualitative and quantitative analysis to understand program impact and inform strategy.
- Create clear visualizations and narratives from grant data to support internal learning, funder reporting, and external storytelling.
- Use grant insights to recommend strategic improvements and inform the Executive Team's priorities.

Cross-Functional Collaboration:

- Support Partners' own grant applications and proposals in collaboration with leadership and development staff.
- Contribute to broader stakeholder engagement and community collaboration efforts, representing Partners in strategic conversations.
- Maintain ongoing relationships with key partners across sectors to identify opportunities and respond to emerging needs.

Financial Oversight & Risk Management:

- Monitor financial and governance health of funded projects, assessing risk and ensuring compliance with CRA guidelines and funder requirements.
- Collaborate with Finance and Legal teams to maintain strong internal controls and transparent reporting.



What You Bring

- 7+ years in grant making, housing, or community investment roles, with a focus on funding program design and delivery.
- Experience working with housing providers or nonprofits to support planning, development, and implementation of complex initiatives.
- Demonstrated ability to evaluate funding proposals, manage budgets, and assess performance against milestones.
- Strong stakeholder engagement, coaching, and partnership development skills.
- Comfort with both qualitative and quantitative analysis; ability to translate insights into clear, actionable strategies.
- Strong communication skills and a commitment to equity, collaboration, and systems change.

Working Conditions and Benefits

- Partners is a national organization with a virtual team. This role is remote-friendly within Canada, with occasional travel required for donor engagement, collaboration, and key meetings. We offer a flexible and supportive work environment designed to help you thrive.
- Competitive salary commensurate with experience, coupled with a comprehensive benefits package including health/dental, life insurance, and vacation time.
 - \$90,000 - \$120,000 or commensurate with the candidates' skills and experience
- Meaningful opportunities for leadership, learning, and professional growth within a supportive and dynamic environment where your contributions can drive real impact.

Why Join Us?

At Partners, you'll join a dynamic, women-led team committed to equity, innovation, and community-driven impact.

- **Impact:** Play a pivotal role in shaping a national organization dedicated to tackling Canada's housing crisis and making a tangible difference in communities across the country.
- **Innovation:** Be part of a forward-thinking organization that values innovation and collaboration.
- **Leadership:** Join a passionate leadership team committed to social impact and transformational change.
- **Remote work:** Enjoy the flexibility of remote work with occasional travel, providing a flexible and collaborative work environment that empowers you to thrive.



To apply, please submit your resume and cover letter outlining your qualifications and why you are passionate about affordable housing to connect@pfah.ca. Applications will be reviewed on a rolling basis until the position is filled. Only applicants selected for an interview will be contacted.

Join us in building a future where dignified housing is not just a goal but a reality for all Canadians.

