



Position Title	Manager, Impact and Grants	Type	FT-Permanent
Department	Impact	Salary	\$60,000 – \$70,000
Reports to	Director, Impact	Updated	August 2025

About the Children's Aid Foundation of Canada

Children's Aid Foundation of Canada is our country's leading charity dedicated to improving the lives of children and youth involved in the child welfare system. Guided by a bold five-year strategic plan and Impact Framework and working alongside over 100 child-and-youth serving organizations across the country, is focused on driving meaningful, measurable change through outcomes-based partnerships, philanthropy, and systems-level influence.

Our work is grounded in four key areas of focus that are critical to long-term stability for children and youth in and from care: Education, Employment, Mental Health and Well-being, and Strong Families and Lifelong Connections. Across these areas, we fund and deliver high-impact programs and collaborate with communities, service agencies, and young people on solutions that address the persistent challenges faced by children and youth engaged with the child welfare system.

As we implement our new 2025-2030 strategic plan, Children's Aid Foundation of Canada is entering a pivotal implementation phase, realigning its efforts and structuring its team to maximize measurable outcomes and national reach. Joining the Foundation means being part of a passionate, future-focused team driven by impact and equity. It's an opportunity to be part of a national movement committed to creating a better future for those too often left behind. Together, we are building a future where the children and youth have the strength and resilience to create a lifetime of their own unstoppable successes.

To learn more about us, [please visit our website](#).

To better understand our impact, please watch our '[Investing in the Future, Today](#)' video.

The Ideal Candidate:

Are you passionate about making a measurable and impactful difference in the lives of children and youth?

You're someone who combines curiosity with precision. You ask the right questions, not just to complete a report, but to uncover what truly works and why. You're driven by a desire to make systems better and outcomes stronger for children, for families, and for communities.

You thrive in thoughtful collaboration, build trust with ease, and bring both structure and heart to your work. Whether you're guiding a grantee through the nuances of compliance or translating data into a compelling story, you see your work as part of something bigger.

If this sounds like you, we'd love to hear from you.



The Opportunity:

Children's Aid Foundation of Canada seeks a mission-focused individual who loves working on and contributing to effective teams to join our organization.

Reporting to the Director of Impact, the Manager, Impact and Grants is responsible for the coordination, administration and implementation of evidence informed grants that maximize impact for children and youth. Focused on the Foundation's impact areas of education, employment, mental health and wellbeing, and strong families and lifelong connection, the role involves end-to-end administration of grants with grantees across Canada, from grant application through administration, implementation, evaluation, reporting and learning.

Key Responsibilities:

- Build and maintain a deep understanding of the Foundation's impact framework and focus areas and the impact that can be accomplished through grantmaking
- Cultivate and nurture relationships with grantees through regular check-ins, ensuring alignment with CAFC's Impact Framework and strategic priorities, focusing on measurable outcomes across the four key areas: Education, Employment, Mental Health, and Strong Families and Lifelong Connections.
- Build and review applications and recommend grantees to receive funding
- Coordinate grant agreements and payments in the Blackbaud Grantmaking database, ensuring compliance with budget allocations, timely payments, and recommending appropriate budget adjustments in line with fund requirements.
- Ensure grant compliance by working closely with grantees, ensuring that required documents are submitted on time, processes are followed, and key outcomes are met. Address any compliance issues and provide support as needed.
- Conduct due diligence on new grantees and reassess grantees prior to grant renewals to ensure alignment with CAFC's mission, focus areas, and impact objectives.
- Collaborate with the Impact Evaluation team to assess the effectiveness of funded programs, providing insights for continuous improvement and ensuring the integration of evaluation data into future decision-making and advocacy efforts
- Produce detailed reports on grantee activity using data from the granting database and recipient reporting, ensuring that reports accurately reflect the impact and outcomes of the grants.
- Support grant evaluation by tracking the submission of reports from grantees, assisting with data collection and analysis, and ensuring that all relevant performance data is captured and shared with key interest holders.
- Lead the preparation of grant reports to be shared with donors and other interest holders, highlighting the impact of grants, sharing stories of success, lessons learned, and program outcomes, and ensuring transparency and accountability in grantmaking.



- Identify capacity-building opportunities with grantees, supporting them with tools, resources, and guidance to strengthen their ability to meet grant outcomes and effectively manage projects.
- Ensure diversity, equity, and inclusion in grantmaking processes, prioritizing support for marginalized communities, particularly Indigenous groups, and ensuring funding decisions are culturally responsive and equitable.
- Facilitate knowledge management and translation by evaluating grant results, documenting lessons learned, and sharing knowledge across the organization to inform future grantmaking decisions, funding priorities, and advocacy efforts
- Demonstrate subject matter expertise and continuously build knowledge on relevant trends and issues in the child welfare landscape, particularly within CAFC's four focus areas, and staying informed on best practices in grantmaking.
- Maintain accurate and timely information in the Blackbaud Grantmaking database, ensuring data integrity and consistency in tracking grant outcomes, compliance, and reporting.
- Assist with CAFC Impact Grantmaking team projects and priorities, supporting the implementation of strategic initiatives and cross-functional collaboration to achieve organizational objectives and key results.
- Develop and maintain grant policies and procedures manuals, ensuring consistency, transparency, and compliance in all aspects of grantmaking activities.
- Participate in events and represent CAFC at relevant conferences, forums, and community engagements, sharing knowledge, networking, and supporting CAFC's presence in the child welfare and philanthropy sectors.
- Complete other duties as assigned to support the broader goals and priorities of the Impact team and the Foundation.

Essential Qualifications and Competencies:

- Relevant experience, typically 3+ years, in grants administration, project management, relationship development and management
- Relevant post-secondary degree or an equivalent combination of education and experience
- Passion for improving outcomes for children and youth achieved through granting philanthropic funds
- Previous experience managing projects and own work by setting and following schedules and timelines
- Familiarity with budget management, compliance, and due diligence practices, with the ability to coordinate payments, monitor budget allocations, reconcile financial records, and ensure that processes meet organizational priorities.
- Strong analytical skills with the ability to produce comprehensive reports from multiple data sources (e.g. granting databases, partner reports)
- Able to establish priorities and work independently
- Excellent organization, planning, time management and administrative skills



- Excellent communications skills, both oral and written, including report writing and editing skills
- Experience starting new initiatives and using an entrepreneurial approach to solving all work challenges
- Energized by building and maintaining relationships with grantees
- Excellent interpersonal and relationship development and management skills; strength-based, solutions- focused collaborator with diverse interest holders, including youth, colleagues and partners, maintaining a positive work environment
- Foster diversity, equity and inclusion by valuing, encouraging, and supporting differences and incorporate diverse perspectives in decision making, bringing cultural competency to the work
- Experience providing diplomatic and accurate customer service and technical assistance to applicants, grantees, staff, volunteers, and external interest holders
- Intermediate to advanced program evaluation skills
- Well-developed computer literacy including MSOffice Suite, video conferencing technologies (ie. MS Teams, Zoom), and database management.

Assets (non-essential):

- Experience working in/with the not-for-profit/charitable sector or government
- Experience working in child welfare, social services, or with indigenous-lead organizations
- Experience working with donors and/or development teams
- Experience with Blackbaud Grantmaking or similar grantmaking online platform
- Experience completing research and staying on top of sector issues and trends
- Experience planning and facilitating meetings
- Lived experience of child welfare
- Bilingualism English and French

CHILDREN'S AID FOUNDATION AS EMPLOYER

Children's Aid Foundation of Canada acknowledge that the Foundation's main office is in Toronto, which is the traditional territory of many nations including the Mississauga's of the Credit, the Anishinaabeg, the Chippewa, the Haudenosaunee, and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis. The area now known as Toronto is covered by Treaty 13. Children's Aid Foundation of Canada is committed to supporting meaningful reconciliation between Indigenous peoples and others in these lands and across Canada.

The Foundation provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation, or marital status. We welcome and strongly encourage applications from equity seeking groups, including members of communities that are overrepresented in the child welfare system. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.



The Foundation is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment process as accessible as possible and provide accommodation as required for applicants with disabilities. If you require any accommodations at any stage of the recruitment process, please contact careers@cafdn.org

WHY WORK WITH US

At the Foundation, we prioritize your well-being and professional fulfillment by offering:

- A 35-hour workweek to support work-life balance
- A hybrid model, with a mixed blend of remote work and 2-3 days in office (Toronto)
- The opportunity to make a meaningful impact on child welfare
- A generous compensation package, including: 4 weeks' vacation package, plus 3 float days, participation in the OMERS Defined Pension Plan with contributions matched 100% by the employer, a comprehensive benefits (including medical, dental, life and disability) package, Employee Assistance Program and a competitive salary.
- A welcoming, supportive, and collaborative work culture that embraces the Foundation's VOICE values.

Our VOICE Values:

- Vital Learning & Innovation
- Open Communication
- Inclusion & Diversity
- Care & Compassion
- Empowering Accountability

HOW TO APPLY

To apply, please submit your current resume and a covering letter in one single document, detailing how your qualifications align with this opportunity and the Foundations' mission to careers@cafdn.org and include **Manager, Impact and Grants** in the subject line of your email by **Friday, August 22, 2025**. Applications will be reviewed as they are submitted. You are encouraged to apply early as we are motivated to fill this role as soon as possible. You are encouraged to apply early as we are motivated to fill this role as soon as possible.

We thank all candidates for their interest in the work of Children's Aid Foundation of Canada. Only candidates selected for an interview will be contacted due to high applicant volumes. No telephone inquiries please.

WHAT TO EXPECT IN OUR INTERVIEW PROCESS

We value transparency and want to ensure you feel prepared and supported throughout our hiring process. Here is what you can expect:



Initial conversation: A 30-minute virtual conversation with one of our team members to discuss your interest in the role and Children's Aid Foundation of Canada and how you can make an impact.

First interview: A 1-hour meeting (in-person or virtual) with the Hiring Manager and relevant team members. We will discuss your skills and how they align with the team's needs. We will also answer any questions you have about the role, our culture, and the impact we strive to make.

Second interview: A 1-hour in-person meeting with the Hiring Manager and different team members, depending on the role, it can be our CEO! This stage might involve a short pre-assigned presentation, a case study, or a discussion of role-specific scenarios. A brief behavioural assessment is completed in advance of this meeting.

We look forward to getting to know you and sharing what makes the Foundation such a special place to work.

