



Job Posting – Procurement and Grants Coordinator

Reporting directly to the GM Financial Services/ Treasurer, the Procurement and Grants Coordinator is responsible for managing the procurement process and exploring grant funding opportunities to optimize the Town of Greater Napanee's financial resources. This is a full time permanent position.

Duties include:

- Support the development, implementation, and coordination of all procurement activities
- Coordination of procurement processes for multi-disciplinary departments across the corporation
- Manage and coordinate the competitive bidding and contract processes for the various procurement methods including the development, writing, issuance and facilitation of the evaluation, awarding and execution of agreements
- Research, identify and apply for local, provincial, federal and private funding sources
- Work collaboratively with the Town's senior leadership team and staff to develop and prepare grant proposals, coordinate background documentations and facilitate all stages of grant applications
- Conduct research, using out-of-the-box critical thinking while capitalizing on emerging needs and funding trends
- Provide support to the financial services team as required
- Maintain current knowledge of relevant laws, regulations, and policies governing procurement and grants

Required Qualifications:

- Degree in Business Administration, Public Administration, Finance, Purchasing and Supply Management or another related field
- 3-5 years of progressive public procurement experience including designing, development and implementing best practices, sourcing and leading complex procurement projects.
- Advanced computer skills in MS Office software including Word, Excel, and PowerPoint
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Preferred Qualifications:

- Certified Professional Public Buyer (CPPB) or Certified Professional Public Officer (CPPO) designation considered an asset
- Demonstrated success in securing grants and managing grant-funded programs
- Experience working in local government
- Strong understanding of municipal finance, procurement legislation and best practices
- Demonstrated initiative and strong attention to detail with high level of accuracy

Salary:

- \$61,784 - \$72,278 per year

Interested applicants are requested to forward a cover letter and resume marked Confidential File # 13-2025 by noon March 28, 2025 to hr@greaternapanee.com

The Town of Greater Napanee is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants are required to make their needs known in advance. Only those candidates selected for an interview will be contacted. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.