



August 4, 2026

The Corporation of the County of Haliburton

Requires a

Grants & Procurements Coordinator (15-month contract)

The County of Haliburton is currently accepting applications for a Grants & Procurements Coordinator. This new, vacant position is currently offered as a fixed term 15-month contract.

Reporting to the Deputy Treasurer, the Grants & Procurements Coordinator is responsible for securing external funding opportunities and ensuring compliant, efficient, and transparent procurement processes. This dual-function role prioritizes responsibilities associated with identifying, securing, and administering grants. This role is also responsible for administering procurement activities in accordance with the County's Procurement Policy, applicable legislation, and best practices.

Successful applicants will have post-secondary education in a relevant field and 4-5 years of experience. Previous experience researching and securing funding opportunities and/or leading the execution of formal competitive procurement processes in a municipal context is considered an asset. Please visit our [Careers](#) page for a detailed job description.

Interested candidates should submit a detailed resume indicating your skills and experience no later than **12:00pm on Friday August 21, 2026**. Please send your resume to:

shume@haliburtoncounty.ca

Sarah Hume, Human Resources Manager

We thank all who apply for this position; however, only those selected for an interview will be contacted.

The County of Haliburton is an equal opportunity employer. Accommodation can be provided in all steps of the hiring process. For accommodation options and to ensure full and equal access during the recruitment and selection process, contact Human Resources.

In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, the information gathered will be used solely for the purpose of job selection.



JOB DESCRIPTION

GRANTS & PROCUREMENTS COORDINATOR

POSITION SYNOPSIS AND PURPOSE

Reporting to the Deputy Treasurer, The Grants & Procurements Coordinator is responsible for supporting the County's strategic objectives by securing external funding opportunities and ensuring compliant, efficient, and transparent procurement processes. This dual-function role prioritizes responsibilities associated with identifying, securing, and administering grants. This role is also responsible for administering procurement activities in accordance with the County's Procurement Policy, applicable legislation, and best practices.

MAJOR RESPONSIBILITIES

Description	Approx. Time Spent (%)
Grant Writing & Funding Development - Research funding opportunities across municipal, provincial, federal, and NGO sectors. - Coordinate, compile, and write compelling grant proposals and applications to secure funding for Municipal programs and projects. - Maintain a comprehensive grant calendar. - Lead preparation of grant applications, project justifications, financial projections, and impact statements. - Coordinate cross-departmental input, gather relevant information, and ensure accuracy of grant applications. - Administer active grants, report on deliverables, and manage funding claims. - Ensure all grant applications and supporting documents are submitted on time and in accordance with the grantors' guidelines. - Liaise with funding agencies, partner municipalities, and regional bodies, maintaining relationships with current funders and stakeholders through effective communication. - Assist with the preparation and execution of project work plans and schedules, and status and issues tracking and reporting. - Prepare and maintain project documentation (e.g. meeting minutes, action items register, status reports). - Other duties as assigned.	60%
Procurement Coordination - Coordinate procurement activities in compliance with the County's Procurement Policy and trade agreements. - Support departments in selecting appropriate procurement methods. - Prepare and post procurement documents, addenda, and award notices. - Coordinate bid closing, evaluation processes, and award recommendations. - Maintain procurement records, vendor lists, and contract files.	35%

• Support continuous improvement of procurement processes. • Other duties as assigned.	
County Website Communications and Updates • Coordinate with various municipal departments to update, improve and maintain the functionality of the County's website. • Maintain accuracy and relevance of municipal website and follow-up as required for updated information. • Create engaging content that may include text, graphics, and/or video. • Ensure all web content adheres to legal, legislated, and accessibility standards, and County policies.	5%

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

DECISION MAKING AND INDEPENDENCE

- a) **3 examples of the types of decisions that are made or issues/situations that are dealt with on a regular basis and how judgement is used to resolve them:**
 - a. Development and maintenance of grant calendar.
 - b. Provide support and advice to department heads in interpretation of County policies/processes.
 - c. Preparing grant applications that are complete and accurate.
- b) **3 examples of situation or problems that are referred to the supervisor for direction or resolution:**
 - a. Escalates program priorities or conflicting guidance
 - b. Refers budget discrepancies or approval issues if budget exceeds funding allowable costs and budget allocations
 - c. Seeks confirmation of funding opportunities that support County initiatives

REQUIRED TRAINING

- Orientation which includes (all employees)
 - All Corporate Policies/Procedures
 - WHMIS GHS Training
 - Respect in the Workplace
 - MOL Worker H & S Training
 - AODA
- Additional training required:
 - Various software related procedural guides and manuals.

MINIMUM QUALIFICATIONS

a) Education

- Post-secondary education in Public Administration, Business, Finance, Communications, or related field.
- Valid G driver's licence

b) Experience

- 4–5 years of grant writing and/or procurement experience
- Experience in researching and securing funding opportunities

- Experience leading the execution of formal competitive procurement processes (Tender, RFP) an asset.
- Experience in negotiating vendor contracts to protect the financial interest of the County and local municipalities an asset.
- Previous experience in a municipal government, public sector, or other highly regulated environment is considered an asset.
- OPBA Principles Certificate or ability and willingness to obtain is considered an asset.

c) Knowledge/Skill/Ability

- Knowledge of municipal finance, budgeting, and public procurement frameworks.
- Knowledge and understanding of grant writing, proposal writing, and funding proposal requirements.
- Excellent writing, editing and verbal communication skills with keen attention to detail.
- The ability to convey complex information in plain language, verbally and in writing.
- Proficiency with Microsoft 365, SharePoint, and digital procurement platforms.
- Demonstrated experience in researching, coordinating, writing, and administration of successful grant applications.
- Excellent project planning and management skills
- Strong analytical/problem solving skills.
- An ability to effectively prioritize and organize multiple concurrent assignments and meet strict deadlines.
- A collaborative team player who can also work independently to lead initiatives.
- Demonstrated ability to identify business efficiencies.

WORK SETTING

CONTACTS

Frequency Legend
Constant – every day for most of day
Frequent – daily
Regular – weekly
Occasional – bi-weekly to monthly

Contact	Frequency	Nature of Interaction
Deputy Treasurer	Frequent	To receive direction and provide updates
Procurement Coordinator	Frequent	To exchange information
Department Heads	Regular	To receive information and guide processes
Municipal Staff	Regular	To receive information and guide processes

WORK CONDITIONS/PHYSICAL/MENTAL EFFORT

Please check off all that apply

Frequency Legend
Constant – every day for most of day
Frequent – daily
Regular – weekly
Occasional – bi-weekly to monthly

1. Hours of Work

Normal: 8:00 am – 4:30 pm, Monday to Friday	☒
Evenings/Weekends	☐
On-Call	☐
Over-time	☐

Examples: Hours for this position are 8:00am – 4:30pm, Monday to Friday.

2. Work Environment

	Constant	Frequent	Regular	Occasional	Percentage
Indoors	☒	☐	☐	☐	100%
Outdoors	☐	☐	☐	☐	0%
					=100%
Attend internal/external meetings	☐	☐	☐	☒	5%
Time spend travelling	☐	☐	☐	☒	5%
Frequency of interruptions	☐	☐	☐	☒	-
Interaction with irate/aggressive clients/customers	☐	☐	☐	☐	-

Examples: Majority of work tasks are performed in a climate-controlled office environment. Some occasional travel may be required.

3. Hazards

	Constant	Frequent	Regular	Occasional
Noise	☐	☐	☐	☐
Fumes	☐	☐	☐	☐
Dirt, Dust	☐	☐	☐	☐
Hazardous chemicals	☐	☐	☐	☐
Disagreeable weather conditions	☐	☐	☐	☒

Examples: When travelling to deliver equipment or attends meetings.

4. Physical Requirements

	Constant	Frequent	Regular	Occasional
Operating and/or maintaining vehicles and equipment	☐	☐	☐	☐
• Standing	☐	☐	☐	☒
• Sitting	☒	☐	☐	☐
• Walking	☐	☐	☐	☒
• Climbing (ladders)	☐	☐	☐	☐
Requirement to lift objects (20lbs)	☐	☐	☐	☐
Pushing and/or pulling objects to complete tasks	☐	☐	☐	☐
PPE worn on a regular basis (list type):				
	☐	☐	☐	☐
	☐	☐	☐	☐

Types of tools used (list type):				
• Mobile Device	☒	☐	☐	☐
• Laptop	☒	☐	☐	☐
	☐	☐	☐	☐

Examples: Most work tasks completed on a computer device while seated.

5. Mental Requirements

	Constant	Frequent	Regular	Occasional
Requires awareness of surroundings	☐	☐	☐	☐
Visual effort required on a concentrated basis	☐	☒	☐	☐
Requirement to listen attentively	☐	☒	☐	☐

Examples: Requirement to pay attention to details in order to complete public documents on behalf of the Corporate Services department.

EXPERIENCE

Competence should be achieved by a new person in one (1) year.

POSITION CLASSIFICATION

Position Title: Grants & Procurements Coordinator

Department: Finance

Work Location: Administration Office

Reports to (Direct): Deputy Treasurer

Position(s) Supervised Directly: N/A

Position(s) Supervised Indirectly: N/A

Effective Date: February 2026

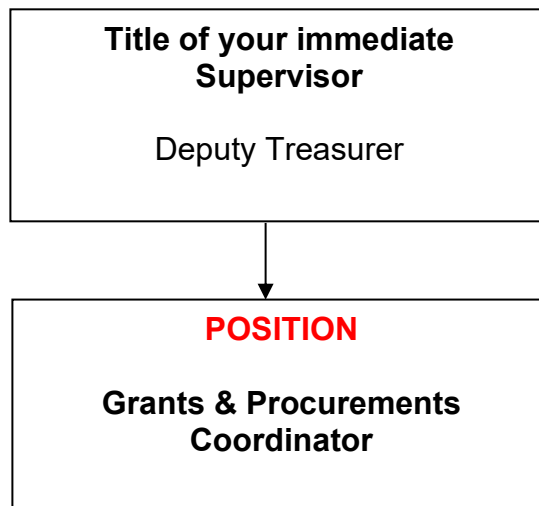
Revision Date:

Hourly Range: \$36.32 - \$42.49

Hours Per Week: 40

ORGANIZATIONAL CHART

List the reporting relationship of this position to others within the immediate department.



Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete inclusive description.