LEAD GRANTS AND CONTRACTS

REPORTS TO:	Director Finance
STATUS:	12 months contract, Full-time (35 hours/week)
LOCATION:	1300 Yonge Street, Toronto, ON (Hybrid)
BROADBAND SALARY RANGE:	Grade 3 - C$67,898 - C$83,505 annually (FTE)
HIRING ZONE:	$67,898 - $72,032 annually (FTE)
VACANCY TYPE:	New Position
EMPLOYEE GROUP:	Unionized (OPSEU Local 5120)

ABOUT US

The Ontario HIV Treatment Network (OHTN), established in 1998, is a nonprofit organization with a mission to improve the health and lives of people living with and at risk of HIV by using data and evidence to drive change. We work with three main types of partners -- 1) testing programs and clinics; 2) AIDS service and other community-based organizations; and 3) policy and system leaders within and beyond the health sector – to support the implementation of the provincial HIV strategy, priorities, and directions.

ABOUT THE ROLE

The Lead Grants and Contracts is fixed term contract role that reports to the Director, Finance and leads the end-to-end administration and coordination of OHTN grants, funding agreements and assigned contracts. The role supports the development, review, execution, implementation, monitoring, amendment, renewal and close-out of agreements, working closely with internal program teams, Finance, external partners and legal counsel, as required. The role serves as an organizational subject matter expert on grants and contracts administration, helping ensure that agreement terms, financial requirements, deliverables and reporting obligations are accurately documented, tracked and managed.

Success in this role requires meticulous attention to detail, strong judgment, and the ability to manage multiple deadlines while maintaining consistently high-quality work products. The incumbent identifies risks, recommends appropriate actions and escalates significant matters to the Director, Finance. This is a hybrid role requiring a minimum of two (2) days per week in office at OHTN's Toronto location.

JOB RESPONSIBILITIES

Grant Administration

- Lead the pre-award and post-award administration of grants and funding agreements.
- Coordinate the review, acceptance, and implementation of grant awards and funding agreements.
- Review and interpret funding requirements and work with program teams to establish deliverables, budgets, reporting obligations, payment schedules and close-out requirements for appropriate review and approval.
- Develop and maintain centralized tracking tools for grant terms, deliverables, payment schedules, reporting requirements and key dates.

- Monitor grant activities for compliance with funder requirements, contractual obligations, OHTN policies and applicable requirements, and provide guidance to program staff.

Contract Management

- Coordinate the development, review, execution, amendment, renewal and close-out of contracts, subcontracts and funding agreements.
- Review contractual terms and identify financial, operational, compliance and contractual risks for consideration by the Director, Finance.
- Coordinate contract review and negotiation with internal stakeholders and legal counsel, as required.
- Monitor contractual obligations, milestones, deliverables, payment schedules and expiry dates, and proactively follow up with responsible parties.
- Maintain complete and accurate contract records, approvals and supporting documentation.

Financial Management

- Develop and review grant and contract budgets in collaboration with program teams and Director Finance.
- Monitor expenditures and revenue against approved budgets and grant or contract terms.

- Coordinate with Finance and program teams to prepare accurate and timely financial reports, invoices and payment schedules.
- Analyze budget variances, identify emerging issues and recommend appropriate actions to support financial compliance.
- Support forecasting and cash flow planning related to grants and assigned contracts.

Compliance and Risk Management

- Monitor compliance with OHTN's conflict of interest policy and flag any violations and/or risks to ensure the integrity of the contract and grant administration systems and processes.
- Monitor compliance with federal, provincial, local, and funder regulations and identify and report potential gaps or issues to the Director, Finance.
- Identify contractual, financial and compliance risks and escalate significant issues to the Director, Finance.
- Recommend corrective actions and coordinate their implementation with relevant internal stakeholders.
- Develop, document and maintain operational procedures, templates and tools related to grant and contract administration.

Reporting and Stakeholder Management

- Serve as the primary point of contact for recipients regarding grant and contract matters.
- Develop management reports and dashboards for OHTN leadership.
- Foster positive relationships with recipients, partners, and interest holders.
- Support grant proposal development by providing budget and compliance guidance.

Process Improvement

- Evaluate and improve grant and contract administration processes in collaboration with Finance and program teams.
- Implement systems and tools to enhance efficiency and reporting accuracy.
- Train staff on grant compliance, budgeting and contract administration best practices.
- Provide grant and contract administration information to support organizational funding planning and resource development initiatives

ABOUT YOU

- Post-secondary degree in Business Administration, Public Administration, Finance, Procurement, Nonprofit Management or related discipline
- Minimum three (3) years of progressive experience in grants, contracts, funding administration, procurement or a related area.
- Experience managing budgets and financial reporting
- Experience with contract negotiation and interpretation
- Knowledge of the Broader Public Sector Accountability Act and nonprofit funding structures
- Experience using procurement systems and applications
- Advanced proficiency in Excel is essential
- Strong analytical, organizational, and problem-solving skills
- Ability to communicate complex information to diverse audiences

WHY WORK WITH OHTN

Defined Benefit Pension: Eligible employees can opt to participate in the **Healthcare of Ontario Pension Plan (HOOPP)** which is a defined benefit pension plan that provides predictable retirement income for life. Eligibility begins on your date of hire as a full-time employee.

Benefits and Wellness Employees and their eligible dependents have access to a comprehensive employer-paid benefits program, including extended health, dental, and life insurance, and a 24/7 Employee Assistance Program (EAP).

HOW TO APPLY

If you are interested in this position, please submit your application via e-mail to careers@ohtn.on.ca

- Please use **"2026.23 – Lead, Grants and Contracts (12 months contract)** as the subject line
- Your cover letter and resume should be attached as a single PDF file

APPLICATION DEADLINE: Application reviews will start on November 19, 2026.

We would like to thank all applicants in advance for their interest in the OHTN, but only candidates receiving serious consideration will be contacted. No phone calls or agencies please. The recruitment process may include an on-site written assessment, professional reference checks, and on-site interview(s) as part of the overall candidate evaluation. The posted range reflects the full salary band for

the role. Starting salary will be determined based on experience, qualifications, and internal equity.

We welcome those who strive to understand and appreciate the diversity of our network, population, and community. Committed to Anti-Racism and Truth & Reconciliation efforts, the OHTN is dedicated to treating everyone respectfully and fairly. We are also committed to the greater involvement and meaningful engagement of people living with HIV/AIDS (GIPA/MIPA) in all that we do. We welcome applications from persons living with HIV/AIDS and from diverse backgrounds - no matter their race, ethnicity, sex, gender identity and expression, sexual orientation, nationality, socioeconomic status, religion, caste, language, age, and health or other status - to join our team.

We continuously act to implement our Anti-Black Racism and Truth & Reconciliation plans and our DEI policy, fostering equitable, inclusive and accessible processes throughout our entire organization. If you require any accommodations during the hiring process, please do not hesitate to let us know and we will work together to meet your needs.