

Careers

Grants & Special Projects Manager

Join our dynamic team!

Help create Kelowna as a City of the Future. Our diverse and dynamic team strives to innovate to make things better, work as one team, serve proudly, and lead responsibly. The Grants & Special Projects Manager is responsible for leading, managing and providing strategic direction for the City's overall Grant Management Program. The position strategically identifies, pursues, manages and advocates for investment opportunities from external providers, particularly from senior government. The successful candidate works collaboratively across all divisions and builds strong relationships with external funding partners to support Council priorities and advance the City's strategic priorities. The position will also undertake Project Management for specific partnership focused initiatives.

A proven Grants Manager with excellent communication, presentation and research skills, you hold a Bachelor's degree in Arts, Science or Business and a minimum of 5 years of related Grants Management and Project Management experience. You are creative and solutions oriented with an ability to articulate project benefits and influence decisions. You can build relationships and have an ability to prioritize and meet deadlines. You enjoy working independently in a highly political environment and possess an understanding of political sensitivities and strategies.

Live, work and play in one of Canada's fastest growing cities. Kelowna boasts miles of lake access, public areas and outdoor recreation opportunities, a vibrant downtown and cultural scene, healthy and connected neighborhoods, and a world-renowned College and University. You're only a quick link to the world via the Kelowna International Airport.

Grow your career in an organization that supports employee work-life balance and career and professional development. This exempt position offers a salary range of \$97,500 to \$113,800, employer-paid comprehensive benefits, an earned day off program, paid vacation and one of Canada's top pension plans.

The City of Kelowna is committed to being an organization that values and reflects its community's diverse population, and to fostering an equitable, inclusive and progressive work environment where everyone can be their authentic self and feels a sense of belonging.

For further information or to apply, please check our website at www.kelowna.ca/careers

Applications must be received by the end of day **September 17th, 2026**

Applicants not contacted within three weeks of the closing date are thanked for their interest.