



Position: Grants Program Lead

Organization: NGIF Accelerator

Program: Industry Grants

Employment Type: Full Time

Location: Calgary

Reporting: Venture Partner

NGIF Capital is hiring for its subsidiary organization, NGIF Accelerator a Grants Program Lead to oversee and manage the NGIF Industry Grants Program and its portfolio. The Lead will be responsible for managing the Industry Grants Program, including the progress of individual projects as well as the overall portfolio, ensuring that all contractual obligations are met, and fostering strong partnerships with stakeholders. This role will involve significant interaction with stakeholders to communicate challenges and work collaboratively to resolve them through effective decision-making processes.

This position requires a strong ability to coordinate prospective and funded projects and their activities, keeping track of their agreed commitments as detailed in their Expression of Interests (EOI) and contracting commitments. The position also requires a profound understanding of contract management and the ability to build and maintain relationships with various stakeholders. The Lead will play a crucial role in ensuring that NGIF's projects are executed efficiently and that the outcomes align with the organization's goals.

About NGIF

NGIF comes from the Natural Gas Innovation Fund, a program created by the Canadian Gas Association (CGA) in 2017 to fill an innovation gap in the gas sector. In Jan 2021, NGIF Capital Corp. was established as a subsidiary of CGA Enterprises and operates its investment funds. In Apr 2023, NGIF Capital created a subsidiary non-profit, NGIF Accelerator, and operates its technology and innovation programs.

About NGIF Capital

NGIF Capital is a venture capital firm with a dedicated team of professionals that operates current and future investment funds. NGIF Capital is unique in how it brings energy industry leadership to every investment with strong connections to every part of the value chain. NGIF Capital currently operates Cleantech Ventures Fund I.

About the NGIF Accelerator

NGIF Accelerator is the not-for-profit arm of NGIF Capital and operates all technology and innovation programs. The NGIF Accelerator mandate is to de-risk and accelerate technology development by supporting startups through their pilot projects, field trials, and industry validation. It will coordinate with federal and provincial governments to co-fund projects to advance market commercialization. NGIF Accelerator currently operates the Industry Grants program and administers the NGIF Emissions Testing Centre program.

About the Industry Grants program

The Industry Grants program is industry-led and offers non-dilutive grants to fund early-stage startups for technology development and field demonstration. The program specifically de-risks



pre-commercial technology solutions that have the potential to increase the environmental performance of the natural gas sector. Each project in the program will accelerate technology readiness level progressions through controlled pilot testing and field trials to advance commercialization. The Industry Grants program is operated by the NGIF Accelerator.

Responsibilities

- Lead the coordination of program activities focusing on individual grants; their intake, evaluation, contracting, and project management activities; coach recipients, and trouble-shoot project issues and challenges to keep projects progressing towards delivering results while managing/mitigating financial, governance, and reputational risks to the organization.
- Continuously review and improve processes with the aim of increasing efficiency, maintaining good governance and assuring accountability, taking responsibility for their respective grants and delivering results.
- Establish, track, and deliver on performance goals such as EOI to contract timeframes, disbursement timeframes and portfolio health/risk analysis, etc.
- Coordinate and align internally on portfolio goals.
- Support project-level negotiations/interactions within the team at the EOI and contracting stage, legal and financial auditors.
- Review, approve, and present the status of the grant recipient's work and any modifications in their scope. Track the progress against agreed deliverables for disbursement of funds.
- Ensure portfolio and grant-specific reporting requirements are tracked and reviewed.
- Summarize and present portfolio updates to the Executive Team.
- Review individual grants close-out and post-project reporting processes, including financial audits.
- Actively engage in the stage 2 Investment Evaluation stages.
- Check grant contract readiness of investment proposals.
- Present the grants portfolio to the Innovation Committee and Investment Committee.
- Ensure the collection of relevant grant specific data (including Environmental Benefits reporting) to support internal and corporate reporting requirements.
- Support the development of the NGIF Annual Report.

Travel:

Travel will be expected to visit new applicants, portfolio companies, and project sites. It will vary and is estimated at approximately 15%.

Education:

- Bachelor's degree in environmental sciences or chemical engineering or mechanical engineering or equivalent.
- Project management experience is essential.

Who you are:

- 1-3 progressive years in contract management, project management, and/or building partnerships in the energy or cleantech sectors.
- Experience in one or more of the following: contract negotiation, stakeholder engagement, partnership development, and project management in the natural gas or energy sectors.



- Proven ability to manage complex projects and extract key messages from large volumes of information.
- Experience in the oil & gas industry is considered an asset.
- Demonstrable decision-making and problem-solving abilities.
- Strong verbal, presentation, written, and interpersonal skills.
- Legally entitled to work in Canada without sponsorship.

The successful candidate will be joining a team composed of technical, business, and energy professionals. The NGIF Capital team is composed of intellectually curious individuals who work with integrity, professionalism, and a strong work ethic and are very results driven.

How to apply

- Please send your resume and cover letter with attention to Ali Tarar with the subject line “Grants Program Lead” to: atarar@ngif.ca for consideration by **Mar 24, 2025**. Applications will be reviewed on a rolling basis until the deadline.
- Successful candidates will be contacted for interviews as soon as possible.
- The position has an immediate start (respecting notice time when needed).

NGIF Capital values diversity and is an equal opportunity employer. We offer an inclusive work environment and encourage applications from all qualified individuals. If you are invited for an interview, please notify us of any particular adaptive measures you may require. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by NGIF Capital throughout the recruitment, selection, and/or assessment process to applicants with disabilities.