



ann davis transition society

Grant Writer– Job Description

Title: Grant Writer

Job Site: Ann Davis Transition Society Admin Office – 9046 Young Road, Chilliwack, BC V2P4R6

Position Type: Part-time or Contract open to Remote Work or Hybrid

Workdays: Monday to Friday (negotiable)

Reports to: Executive Director

Hourly Wage Range: \$25 to \$30

To apply: Interested candidates please send your updated resume along with cover letter and two professional references to hr@anndavis.org

Job Overview:

The Grant Writer position would be responsible for researching, writing and submitting proposals for grants to fund projects, initiatives and new programs for the organization. They would work closely with the Executive Director, Director of Housing, Programs and Services and Program Managers to understand project needs, develop proposals and ensure compliance with grant guidelines. Strong writing, research and communication skills are essential, along with the ability to manage deadlines and budgets effectively. This position is dependent on funding and the budgetary limitations of Ann Davis Transition Society.

Job Duties and Responsibilities

Researching Funding Opportunities

- Identify potential grant opportunities from government agencies, foundations and other funding resources that align with the organization's mission, vision and goals.

Proposal Development

- Collaborate with Program managers and key stakeholders to develop project proposals that clearly articulate the organization's objectives, activities, outcomes and budget requirements.

Grant Writing



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- Writing compelling grant proposals, including narratives, budgets and supporting documents, that effectively communicate the organization's needs and objectives to potential funders.

Grant Management

- Manage the entire grant application process from initial research and proposal development to submission and follow-up. This may involve coordinating with internal teams, gathering necessary documentation and ensuring compliance with grant guidelines and deadlines.

Relationship Building

- Cultivate relationships with potential funders, including government agencies, foundations, corporations and individual donors, to enhance the organization's grant funding opportunities.

Grant Reporting

- Prepare and submit timely and accurate grant reports to funders, detailing project progress, outcomes achieved and financial expenditures compliance with grant requirements.

Monitoring and Evaluation

- Collaborate with program managers to establish metrics and evaluation criteria for grant-funded projects and monitor progress towards goals through the grant period.

Grant Compliance

- Ensure that the grant funded activities are conducted in accordance with grant agreements, regulations, and reporting requirements, including maintaining accurate records and documentation.

Grant Research and Strategy

- Continuously research funding trends and opportunities in the sector and develop strategic plans to maximize grant funding for the organization's programs and initiatives.

Professional Development



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- Stay informed about best practices in grant writing and fundraising and participate in professional development activities to enhance skills and knowledge in the field.

Skills

- Excellent interpersonal skills: ability to work independently, collaboratively, and from a feminist perspective.
- Excellent Verbal and Written skills. Strong writing skills are essential for this role. Coursework or experience in writing editing and composition are value adds.
- Strong research skills. This role needs to be proficient in research methods and have the ability to gather and synthesize information from various sources. Coursework in research methods, information literacy or related subjects can be beneficial.
- Budgeting and Financial Management basic knowledge is required as this position may be involved in developing budgets and financial reports. Coursework in Finance, Accounting or budgeting is good to have.
- Ability to relate non-judgmentally with people from diverse backgrounds of culture, class, race, sexual orientation, and gender identity.
- Able to maintain strict confidentiality, signing oath of confidentiality.
- Exemplary client centered and professional business skills, both in person, over the telephone and email.
- Ability to work within a team and develop consensus.
- Strong time management and exceptional organizational skills.
- Able to interpret and implement policies, procedures and computer applications related to the work assigned.
- Able to perform basic research and prepare reports and recommendations.
- Able to use initiative and independent judgement within established policy and procedural guidelines.
- Able to communicate effectively with all levels of staffing, the public, government representatives, private organizations, and others sufficient to exchange or convey information in a professional manner.
- Proficiency in Microsoft Office applications and ability to learn.
- An eye for attention to detail and highly organized
- Ability to work effectively in a fast-paced environment.
- Exceptional analytical skills to sift through high volumes of data and information.

Qualifications



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- Bachelor's degree in a relevant field such as English, Communications, Public Administration, Non-Profit Management, Business Administration or a related discipline is required.
 - 2+ years of experience in Non-Profit or Fundraising experience is a must have.
 - Proficiency in computer software programs such as Microsoft Office (Word, Excel, PowerPoint) and online search tools is required.
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- Familiarity with grant management software or databases is good to have.
 - Required Police Record Check: Vulnerable Sector Criminal Record Search
 - Class 5 DL and vehicle



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