

Resource Sheet ##: Sample posting for a grant writer

Summary

As our Grant Writer, you will be responsible for identifying grant opportunities and managing the grant development and proposal process. Primary responsibilities include: preparation of proposals, grant applications, and requisite reports. The position requires researching & assessing potential grant applications for their relevance to our organization and will involve writing compelling, strategic applications in a timely manner to meet grant deadlines.

Description

The Canadian Women of Colour Leadership Network (CWCLN) is a grassroots organization that provides career services and educational programs to empower and develop racialized women and non-binary people into leadership positions in all stages of their careers and in all fields.

Are you passionate about supporting CWCLN and making a meaningful impact? Join CWCLN as a Volunteer Grant Writer and contribute your skills to help secure funding for our vital initiatives. As a Volunteer Grant Writer, you will play a crucial role in developing persuasive grant proposals that enable us to continue creating positive change in our community.

Responsibilities:

- Collaborate with program managers and stakeholders to understand the organization's projects, goals, and financial needs for grant applications.
- Research and identify potential grant opportunities from foundations, corporations, and government agencies that align with our mission and projects.
- Write, edit, and proofread grant proposals, letters of inquiry, and other fundraising materials in alignment with grant requirements and guidelines.
- Gather and synthesize relevant data, statistics, and impact metrics to support grant applications and demonstrate our organization's effectiveness.
- Liaise with program staff to ensure that grant proposals accurately convey program activities, outcomes, and budget needs.
- Maintain an organized grants calendar, tracking application deadlines, requirements, and reporting obligations.
- Assist in following up on grant submissions, engaging with funders as necessary, and providing timely reporting on grant-related activities.

We encourage those who self-identify as a BIPOC/racialized woman and/or non-binary person to apply!

Required Skills

- Passion for nonprofit work and a strong commitment to creating positive social impact.
- Excellent writing and editing skills, with the ability to craft compelling grant proposals.
- Ability to conduct thorough research and identify suitable grant opportunities.
- Detail-oriented mindset and the ability to manage multiple grant applications and deadlines.
- Strong communication skills and the ability to collaborate effectively with diverse teams.
- Proficiency in Microsoft Office Suite, particularly Word and Excel.
- Understanding of nonprofit programs, impact assessment, and budget development.

Commitment: This role will require 5-10 hours per week

How to Apply:

- Resume/CV will only be accepted via info@canadianwomenofcolour.ca
- Please indicate the role title when you submit your application!

Source: Charity Village, November 9, 2023