

SIMILKAMEEN COUNTRY DEVELOPMENT ASSOCIATION (SCDA)

Job Title: Grant Writer

Immediate Supervisor: Administrator

Job Summary:

A community-focused, eager individual to lead fundraising efforts by guiding the complete grant writing cycle – from researching and writing to assisting in follow ups and reports. The requirement is to achieve \$150,000 in form of grants for the SCDA within the contract duration of 10 months (August 2022 – May 2023).

Job Duties:

1. Identify and prepare grant proposals in a timely manner, including the research of their relevance and requirements, as well as the development of budgets, timelines and any other required documents
2. Maintain an organized system to track project progress to ensure multiple grant applications can be managed simultaneously
3. Prepare a report to inform on the grant writing efforts, as well as an invoice that includes detail hours, the work completed and travel expenses, which will be reviewed by the Directors of the SCDA on a monthly basis.
4. Submit reports to organizations to complete grant projects
5. Perform other duties that may arise within the grant writing process or that may be assigned from time to time

Qualifications:

- Bachelor's degree (English, Media, Journalism or related field) or equivalent educational or professional background
- A minimum of three years in a non-profit environment, preferably in a fundraising field
- Superior written and verbal communication skills
- Research and analytical skills
- Great time management skills, with the ability to cope well under pressure
- Demonstrated experience to work independently with a strong sense of accountability
- Maintain strict confidentiality

Job description drafted on July 12th, 2022

Approved: July 14th, 2022