

Request for Expressions of Interest

2020 Contract Grant Writer Opportunity

Notice Date

September 16th, 2020



CONTRACT GRANT WRITER

The Central Coast Regional District is seeking a Contract Grant Writer. Reporting to CCRD staff, the objective of the Grant Writer is to secure more funding dollars to support community and economic development projects and initiatives within the CCRD.

The contract assumes a part-time commitment with the current term ending December 31, 2020. The Grant Writer will work with the CCRD and with community organizations to increase their success in accessing financial grants in pursuit of strategic priorities. The Grant Writer must prepare funding applications to agencies, foundations and government programs.

Expressions of Interest will be evaluated based on the criteria below.

Applicants must:

- Be based locally (within the Central Coast Regional District)
- Have access to their own computer
- Have access to their own working space
- Demonstrate required knowledge, skills and abilities
- Have a bachelor's degree in communications, English, creative writing or have experience and/or training in a field relevant to the position

Required knowledge, skills and abilities:

- Strong communication skills (ability to write and present clear, structured, articulate, and persuasive proposals)
- Ability to accurately receive and interpret verbal and written communication
- Ability to seek and synthesize information and communicate in a compelling and succinct form

- Ability to assemble and submit grant requests, including letters, proposals, and budget
- Ability to meet deadlines
- Self-motivated, detail-oriented, and highly organized
- Possess a high level of computer literacy and be proficient with MS Office (Word, Excel etc.)
- Experience with proposal and grant writing
- Experience working in deadline-driven environments
- Experience using online databases and other sources to locate biographical, financial and philanthropic information

Hours:

As per contracting norms, the successful contractor will set their own schedule while meeting current and evolving priorities and objectives identified by CCRD staff.

A minimum of 400 approved hours must be completed by December 31, 2020 under the term of the contract.

Hourly Rate:

CCRD's budget for this project assumes a maximum hourly rate of \$26.25 (depending on experience).

Submitted Applications:

A minimum of \$200,000 worth of grant applications must be applied by December 31, 2020 under the term of the contract.

Contract timeframe:

This is a term contract ending December 31, 2020 with the possibility to extend.

Deadline to submit:

Please indicate in your application how you meet the minimum qualifications and criteria and your proposed hourly rate for service.

Expressions of Interest will be received until 4:00 p.m. on Wednesday, September 23rd, 2020. Please include a cover letter and resume and submit to Matthew Wheelock, Community Economic Development Officer by email at cedo@ccrd.ca.