



Central Coast

REGIONAL DISTRICT

Title: Grant Writer

Status: Contract

Salary: Approximately 20 hours a month at \$43.75 / hour

Reports to: Chief Administrative Officer

Deadline to apply: April 5, 2024

Position Summary:

The Grant Writer role is a part-time contracted, on-demand and remote position that offers a dynamic and diverse range of projects. The Grant Writer will identify, define, and develop funding sources to support existing and planned program activities. They will lead the development, writing, and submission of grant proposals to federal, provincial, and other funding agencies, ensuring the continued success of our initiatives. Primary responsibilities include preparing grant applications and performing responsible professional and administrative work researching, identifying, developing, and responding to public and private grant opportunities in areas supporting Central Coast Regional District initiatives. The position is also responsible for collecting, analyzing, and reporting data on the performance of program activities that federal, provincial, and other funding agencies fund.

Key Job Duties & Responsibilities:

- Study and understand the organization's history, structure, objectives, programs, and financial needs;
- Research grant opportunities from government and non-government agencies and work with staff on researching and applying for board-directed grants;
- Draft grant proposals and supporting documents based on the funding requirements of the organization;
- Submit proposals to grant coordinators for approval;
- Respond to internal and external queries on drafted and submitted proposals;
- Maintain positive relationships with fund providers and other stakeholders;
- Maintain records and submit reports related to grant opportunities;
- Generates high-quality narratives, applications and supporting documents in response to solicitations consistent with all policies and procedures of Central Coast Regional District and the requirements and guidelines of the funding agencies;
- Serves as a liaison to all funding agencies and organizations;
- Coordinates and follows up on the progress of submitted proposals;
- Develops and maintains a master file on pending grants and contracts;
- Remains up-to-date on current issues relative to grant proposals;
- Meets regularly with staff to discuss current and new funding needs;
- Become familiar with and adhere to the policies and procedures of CCRD;
- Inform staff and answer questions regarding the allowability of proposed expenditures related to all specific grants;
- Inform the supervisor on the progress of all grants and issues that may arise with each grant;
- Maintains confidentiality of information exposed in the course of business regarding the CCRD or local organizations requesting grant support;
- Other duties as assigned.

Qualifications & Experience:

- Bachelor's degree recommended;
- Grant writing experience, preferably with a local government and community development focus;
- Experience which should demonstrate a proven track record of securing new funding opportunities, comprehensive knowledge of research, and the ability to distinguish and identify opportunities for the CCRD;
- Ability to work effectively under pressure;
- Excellent writing and verbal skills;
- Be highly organized with the ability to implement systems and follow-up processes;
- Proficiency in research, interpreting, and analyzing diverse data;
- Excellent computer and remote working skills using Office 365;
- Motivated self-starter who can work collaboratively and independently with purpose and accuracy in a fast-paced environment.
- At least one year of experience as a successful grant writer;
- Previous grant budget development and management;
- A proven record of securing major grants with certifiable references;
- Knowledge of grant application process, scoring criteria and funding cycles.

This position is remote position. All applicants must be located within Northern Development's service region. <https://www.northerndevelopment.bc.ca/about/ndit-service-region/>

The position has a flexible schedule (set in consultation with CCRD staff) that may include some evening and weekend work.

A minimum of \$200,000 worth of grant applications must be applied for during this contract.

The funding allocated to this role is \$10,500.00 annually (based on approximately 20 hrs/mth @ 43.75 /hr).

How to Apply:

Interested candidates are invited to submit their resume and cover letter to cedo@ccrd.ca by **April 5, 2024**. Please include "Grant Writer Application" in the subject line.