

YES, a non-profit community organization providing English-language employment and self-employment services is looking for a

Grant Writer

The Grant Writer is responsible for identifying and writing grants, managing submission deadlines and all follow-up steps, program oversight, budgeting and reporting.

RESPONSIBILITIES WILL INCLUDE:

- Conducting the full range of activities required to research, write, submit, and manage grant proposals to government, foundation and corporate sources
- Performing research on government, foundations and corporations to evaluate prospects for grants
- Working with Financial Officer to gather information necessary to report to funders on current grant programs
- Compiling with all grant reporting as required by all government, foundation and corporate donors
- Providing stewardship to current donors, including regular written updates (newsletters etc) to government, corporate and foundation donors
- Understanding and communicating institutional history and programs appropriately
- Making appointments for Executive Director and board members with foundation officers and other prospects, arrange for onsite tours for supporters (foundation officers, government officials)
- Maintaining and coordinating current records in database and in paper files, including grant tracking and reporting
- Tracking statistics and information relevant to development and provide organization with written materials necessary for donor stewardship
- Working with Directors to identify organizational needs to solicit funding
- Writing communications for special events, direct mail, annual reports, fundraising and sponsorship campaigns

Knowledge, Skills and Qualifications

- Strong English written communication skills; ability to write clear, structured, articulate, and persuasive proposals
- Strong editing skills
- Strong research skills
- Attention to detail
- Excellent analytical skills
- Superior organizational skills and ability to meet deadlines
- Knowledge of fundraising information sources
- Experience with proposal writing
- Proven track record in grant writing
- Knowledge of fundraising techniques and strategies
- Knowledge and familiarity with research techniques for fundraising prospect research
- Strong contributor in team environments
- Minimum of three years' experience with grant writing
- A degree in English, Communications or any other relevant field
- Previous experience with non-profit fundraising
- Experience working in deadline-driven environments
- Able to work well in a team environment, handle multiple assignments and meet deadlines
- Strong oral and written skills in French an asset
- Accounting and financial reporting experience an asset
- Able to monitor and meet income goals

HOW TO APPLY:

Send your cover letter* and résumé
to fa@yesmontreal.ca

(*résumé **must** be accompanied by a cover letter)

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