

Founded in 1995, YES (Youth Employment Services Foundation), a non-profit community-based organization dedicated to enriching the community by providing English-language support services to help Quebecers find employment and start and grow businesses, is looking to hire 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
- Complying 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

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

Benefits: YES is proud of its diverse, committed, focused and respectful staff and volunteers. YES has a dynamic and fast paced work environment and offers its employees:

- 10 sick days/personal days per year
- A Group Insurance plan (Life Insurance/ Health & Dental/ Disability Insurance)
- An Employee Assistance Plan
- VRSP (Voluntary Retirement Savings Plan)
- Closed between Christmas and New Year
- 11 Statutory holidays
- Professional Development opportunities

Send your cover letter and résumé to the Director of
Administration and Personnel at
fa@yesmontreal.ca

Only those candidates chosen for an interview will be contacted.
YES is committed to equal opportunity employment.

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