



Job Posting – Grant Writer

January 2017

The Misty Isles Economic Development Society (MIEDS) is seeking a motivated and talented Grant Writer to assist the municipalities, rural electoral areas and not-for-profit societies on Haida Gwaii in securing grant funding.

Position Outline

The grant writer is a contractor that provides grant writing support across the three municipalities and rural areas on Haida Gwaii. He or she will prepare grant applications for projects related to infrastructure, social services, recreation, arts, culture, heritage, economic development, and other areas. There will be a close working relationship with the community Chief Administrative Officers (CAO's) to identify projects, match them with grant funding opportunities, and develop grant applications. There is flexibility around work location for the right candidate. The contract will provide \$25/ hour, and total \$35,000 for 1,400 hours of research and grant writing to December 31, 2017. There is negotiated compensation for utilizing a vehicle to travel and meet with clients.

Workload and Reporting

The Grant Writer will report to the Misty Isles Economic Development Society Executive Director. He or she will work closely with community Chief Administrative Officers, Regional District Directors, and not-for-profit societies to identify projects that require funding, as well as available grants.

When new grant opportunities are suggested, the Grant Writer will spend up to 3 hours conducting preliminary research on the project and grant to determine eligibility. The grant writer must dedicate time to projects identified as high priority in each municipality. Requests for grant writing support from non-profit societies will be evaluated based on the benefits and amount of funding it would bring to the islands. The grant writer's ultimate goal is to maximize the amount of funding successfully awarded to initiatives on Haida Gwaii.

The grant writer will create a monthly work plan, in collaboration with the Executive Director and community administrators, to guide which grant applications he or she will focus on.

Duties and Responsibilities

- 1. Prepare high-quality grant proposals in a timely manner, including:**
 - Research on the project and the requirements of potential funding sources,

- Discussions with project proponents to ensure a thorough understanding of the project,
 - Developing budgets, timelines, work plans, and other required documents,
 - Making presentations and securing letters of support as needed
- 2. Maintain a system to track projects and grant applications, including deadlines, application requirements, budgets, and reporting requirements:**
 - Manage multiple grant applications simultaneously and ensure that all are submitted on time
 - 3. Identify grants and funding opportunities or partnerships available**
 - I.E. Federal Government, Provincial Government, Haida Gwaii Community Futures, Northern Development Initiative Trust, Coast Sustainability Trust, Gwaii Trust Society, Service Canada, private sector, Vancouver Foundation, Real Estate Foundation, etc.
 - 4. Assist proponents to submit reports to granting organizations following the completion of projects**
 - 5. Provide recognition for granting organizations as required**
 - 6. Perform other duties as may be assigned from time to time.**

Qualifications and Experience

The successful candidate will be able to craft funding proposals in a clear and compelling manner. Excellent research and writing skills are essential. Candidates must be self-motivated, detail-oriented, highly organized, and have a high level of computer literacy. Candidates must possess an ability to work well under pressure and the ability to seek information and communicate in a compelling and succinct form. A solid understanding of budgets as they relate to proposals and grants is essential, while post-secondary education and grant writing experience is an asset to the position.

Experience, Skills, and Abilities:

- Proven track record of developing, implementing, and reporting on grant applications,
- Demonstrate measurable results and personal performance in grant writing initiatives,
- Excellent communication, computer, and interpersonal skills,
- Ability to work independently,
- Establish and maintain collaborative working relationships with multiple stakeholders,
- Understand funding mechanisms that assist municipalities and non-profit societies,
- Ability to organize and facilitate meetings,
- Computer applications expertise, e.g. MS Office, Excel, Power Point, Adobe Pro, etc,
- Experience working with budgets and managing project work plans,
- Able to prepare comprehensive reports to satisfy the needs of various agencies,
- Excellent time management and organization skills,
- Detail oriented and skilled at multitasking,
- Have and maintain a valid BC Driver's License and supply own vehicle for travel on Haida Gwaii.