



JOB DESCRIPTION

Proposal/Grant Writer

Job Title:	Proposal/Grant Writer
Supervisor:	Executive Director, Cowichan Housing Association
Position Status:	Temporary part-time employment position – 3 days a week (potential to be extended)
Hourly Rate:	\$32 per hour
Primary Office Location:	Duncan, British Columbia (downtown)

Position Objective:

At the Cowichan Housing Association (CHA), we believe that stable, secure, accessible, and affordable housing is foundational to healthy individuals, families, and communities. We work to increase affordable housing options and to prevent homelessness in the Cowichan Region through research, community development, homelessness prevention programming and facilitating affordable housing development.

We are seeking an individual to take a lead role in writing funding proposals and grant applications. In addition, this position is also responsible for preparing organizational report (including Annual Report) and assisting in the development of CHA presentations (to local government and public), as well as disseminating information (consistent format) to CHA members.

Essential Functions:

1. Prepares funding proposals and grant applications by determining concept, gathering and formatting information, writing drafts, and obtaining necessary approvals.
2. Determines proposal concept by identifying and clarifying opportunities and needs, studying requests for proposals (RFPs), and attending strategy meetings.
3. Meets proposal deadline by establishing priorities and target dates for information gathering, writing, review, approval, and transmittal.
4. Enters and monitors tracked data, as required.
5. Coordinates requirements with contributors and contributes proposal status information to review meetings.
6. Gathers proposal information by identifying sources of information, coordinating submissions and collections, and identifying and communicating risks associated with proposals.
7. Develop project budgets determining the resources (time, money, equipment, and human resources) to complete projects.
8. Prepare and present progress reports to the Executive Director, Board of Directors, community members, and others as requested.
9. Develops proposal by assembling information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance, and evaluation.

10. Writes, revises, and edits drafts including executive summaries, conclusions, and organization credentials.
11. Works with the Executive Director to complete the CHA Annual Report on an annual basis.
12. Prepares presentation by evaluating text, graphics, and binding and coordinating printing.
13. Maintains quality results by using templates; following proposal writing standards including readability, consistency, and tone; maintaining proposal support databases.
14. Obtains approvals by reviewing proposals with key providers and project managers.
15. Improves proposal-writing results by evaluating and re-designing processes, approach, coordination, and boilerplate.
16. Update job knowledge by participating in educational opportunities; maintaining good personal networks.
17. Accomplishes organization goals by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to job accomplishments.

Knowledge, Abilities and Skills

1. Excellent written, verbal, and presentation skills.
2. Ability to distill complex concepts into simple examples or stories that are understandable for a range of populations.
3. Ability to work with a diversity of partners in the development of proposals and/or funding applications.
4. Dead-line oriented.
5. Ability to work independently and collaboratively, as part of a team.
6. Knowledge of Word, Excel, and PowerPoint software.

Education and Experience

- Post-secondary degree in English, Journalism, Media, Education, Social Work, or related field.
- Minimum of 1-year experience in grant writing, prospect research or a minimum of 2 years comparable and transferable skills acquired in a professional setting. Priority will be given to candidates who have experience in the non-profit sector.

Working Conditions

- Occasional evening and weekend work as required.
- Must have a valid driver's license and use of a reliable vehicle.

CHA is a BC-registered not-for-profit society and non-union environment.