



Bring your energy and passion to the B.C. Wildlife Federation (BCWF).

The B.C. Wildlife Federation is British Columbia’s leading conservation organization. As a province-wide member-driven charitable organization, with over 43,000 members and more than 100 member clubs, our organization represents the interests of all British Columbians who aim to protect, enhance, and promote the wise use of the environment for the benefit of present and future generations.

The BCWF's Strategic Objectives are:

1. To ensure the sound, long-term management of British Columbia's fish, wildlife, park, and outdoor recreational resources in the best interests of all British Columbians, and to coordinate all the voluntary agencies, societies, clubs, and individuals interested in that objective, and
2. To develop and support a comprehensive educational program to make all British Columbians aware of the value of British Columbia's fish, wildlife, park, and outdoor recreational resources, and to arouse in the public conscience a recognition of, and a respect for, the place of fish, wildlife, and outdoor recreation in the wise integrated use of the nation's natural resources.

Read more at <https://bcwf.bc.ca/vision-mission-values/>.

Job Overview

The Conservation Stewardship Department is composed of several conservation programs of the BC Wildlife Federation, this includes: a Youth Program, Fish Habitat Restoration & Education Program, and a Wetlands Education Program. Grant funding is a critical component of the revenue source enabling these programs to thrive and deliver effective programs and projects in partnership with communities all across BC.

The Conservation Stewardship Development Coordinator will contribute to the BCWF's objectives of ensuring a long-term management and educational awareness of BC's fish, wildlife, park, and outdoor recreational resources. This role will support the Conservation Stewardship team in preparing, writing, and coordinating grant proposals in partnership with CS program leads. Strong writing and communication skills and organizational abilities to meet tight deadlines are an essential aspect of this work.

This is a full-time, contracted position ending on December 31, 2021, with possibility to extend. Work will be primarily indoors with a work-from-home setting, collaborating virtually with the Conservation Stewardship team, BCWF staff and board members, partners, funders, and local communities.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

Role Details

Department:	Conservation Stewardship	Date:	September 15, 2021, to December 31, 2021, with possibility of extension.
Reports to:	Director of Conservation Stewardship, Conservation Stewardship Team Leads	Wage:	\$22- \$31/hr (To be reviewed based on experience).

Core Responsibilities

- Design, develop, and prepare grant proposals, Letters of Intent, coordinate background documentation, program/project rationales, annual reports, and other funder and partner reports.
- Facilitate and coordinate the development and preparation of letters of intent and final applications.
- Research, identify and apply for local, provincial, federal, and private foundation funding sources.
- Customize writing and technical presentations for target audiences using a comprehensive understanding of the agency/group mandates, culture, and guidelines.
- Maintain active records of all communications with donors.
- Track and report on the results of all related grants and contracts.
- Conduct prospect research, using out-of-the-box critical thinking while capitalizing on emerging needs and funding trends.
- Gather statistical, analytical, and anecdotal data, analyze the data and use the data strategically to create competitive proposals and tasks under deadline pressure.
- Identify new sources of funding, grants, and opportunities in long term funding.
- Other duties as directed by the Conservation Stewardship Team Leads.

Competencies and Skills

Work Experience:

- 2-5 years of professional writing experience.
- Experience preparing grants, scholarships, business proposals an asset.
- Excellent writing skills as strong writing is key to the success of this position.
- Experience with fundraising an asset and understanding fundraising best practices.
- Non-Profit experience is preferred.
- Experience with non-profit tools and databases is an asset.

Knowledge, Skills and Abilities:

- Bachelor's degree or equivalent experience that can demonstrate strong writing skills and critical thinking (e.g., communications, journalism, public relations, or similar field).
- Excellent English verbal and written communication skills including training and/or education in writing.
- Exceptional attention to detail with a high level of accuracy.
- Ability to maintain impeccably precise records.
- Solid understanding of budgets as they relate to proposals and grants.
- Organizational and critical thinking skills with the ability to prioritize and track multiple projects.
- A commitment to professional ethics with ability to maintain confidentiality and use discretion with sensitive information.
- Solid understanding of environmental and conservation issues an asset.

Qualified candidates may submit current resume, cover letter and a writing sample via email quoting “CS Development Coordinator” to: jobs@bcwf.bc.ca

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.