

# Grant Writer and Coordinator



## Role Details

<b>Department:</b>	Conservation Stewardship	<b>Start Date:</b>	As soon as possible
<b>Reports to:</b>	Director of Conservation Stewardship	<b>End Date:</b>	March 31, 2024, with possibility to extend

## About the B.C. Wildlife Federation

The B.C. Wildlife Federation (BCWF) 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.

## Job Overview – Grant Writer and Coordinator

Grant funding is a critical component of the revenue source enabling the B.C. Wildlife Federation to deliver effective programs and projects in partnership with communities all across B.C. The Grant Writer and Coordinator will contribute to the BCWF's objectives of ensuring a long-term management and educational awareness of B.C.'s fish, wildlife, park, and outdoor recreational resources. This role will manage, secure and coordinate grant & contract documents in partnership with the program leads. Strong writing and communication skills and organizational abilities to meet tight deadlines are essential aspects of this work.

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 (2SLGBTQIA+), persons with disabilities, and others who may contribute to the diversity of our workforce are encouraged to express their interest and apply.

**Please review all sections of this job posting. Qualified candidates may submit their resume, cover letter and a writing sample as a single PDF document via email quoting “Grant Writer\_FirstName\_LastName” to: [jobs@bcwf.bc.ca](mailto:jobs@bcwf.bc.ca)**

***We will review applications and conduct interviews on the rolling basis and we encourage applicants to apply early. Application will be accepted until the position is filled.***

We thank all applicants for their interest and advise that only those selected for an interview will be contacted. For other career opportunities at BCWF, please visit our website - <https://bcwf.bc.ca/current-opportunities/>

## Core Responsibilities

- Work collaboratively with the BCWF leadership team and staff to develop and prepare grant proposals, coordinate background documentations and facilitate all stages of grant applications.
- Research, identify and apply for local, provincial, federal, and private foundation funding sources.
- Conduct prospect research, using out-of-the-box critical thinking while capitalizing on emerging needs and funding trends.

# Grant Writer and Coordinator



- Gather statistical, analytical, and anecdotal data, analyze the data and use the data strategically to create competitive proposals and tasks under deadline pressure.
- Compile reports, data, media and other materials required for grant reports and contracts.
- Maintain active records of funding opportunities, applications processes, reporting and other grants-related information.
- Support development of funder relationships and maintain systems for contract management, monitor grant compliance and implementation with the BCWF leadership team and staff.
- Customize writing and technical presentations for target audiences using a comprehensive understanding of the agency/group mandates, culture, and guidelines.
- Other duties as directed by BCWF's program leads.

## Competencies and Skills

### Requirements:

- Must be a Canadian citizen, permanent resident or person whom refugee protection has been conferred under the Immigration and Refugee Protection Act; have a valid Social Insurance Number at the start of employment, and be eligible to work in B.C.

### Work Experience:

- A minimum of 2 years of fund development and contract management experience, including grant applications, funding or business proposals, and report writing.

### Education:

- Bachelor's degree or equivalent experience that can demonstrate strong writing skills and critical thinking

### Knowledge, Skills and Abilities:

- Excellent English verbal and written communication skills.
- Collaboration skills with positive attitude to work with the team.
- Exceptional attention to detail with the ability to maintain impeccably precise records.
- Knowledge of the funding landscape in B.C. and Canada.
- 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.
- Proficiency with Microsoft Office and remote work collaboration programs (e.g. Office Suites, Teams, SharePoint, OneDrive)

### Additional Assets:

- Awareness of environmental and conservation issues.
- Non-profit and fundraising experience.

## Position Terms & Compensation

### Position Terms:

This is a full-time contracted position ending on March 31, 2024, with possibility to extend. Work will be primarily indoors with a work-from-home setting, collaborating virtually with BCWF staff and board members, partners, funders, and local communities. Occasional site visits may be arranged to foster understanding of BCWF's programs and projects.

### Compensation:

Wage: \$22-33/hour, to be reviewed based on experience