

B.C. Wildlife Federation

Job Description – Grant Writer and Coordinator



Role Details

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| Department: | Conservation Stewardship & Education and Volunteer Engagement | Start Date: | ASAP |
| | | End Date: | March 31, 2026 |
| Reports to: | Director, Conservation Stewardship Director, Education and Volunteer Engagement | Compensation: | \$28 to \$33/hr |

Position Overview

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 position plays a vital role in securing the financial resources that enable BCWF to promote fish and wildlife conservation and conservation education, and foster community-based stewardship initiatives across the province. This role will manage, secure, and coordinate grant & contract documents in partnership with the program leads and project managers. Strong writing and communication skills and organizational abilities to meet tight deadlines are essential aspects of this work.

Core Responsibilities

- Work collaboratively with the BCWF leadership team and staff to develop and prepare grant proposals, coordinate background documentations, synthesize information, 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. Gather statistical, analytical, and anecdotal data, analyze the data and use the data strategically to create competitive and compelling proposals.
- 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.
- Track and evaluate proposal success rates and identify areas for improvement in future submissions.
- Support storytelling by gathering impact stories from program outcomes.
- Maintain and enhance funder relationships.
- Collaborate with financial department to track revenue milestones and any related conditions.
- Liaise with project managers to confirm funding priorities, synthesize project information, and develop and refine budgets in line with grantor requirements.
- Engage with communications coordinator to ensure any reports and public communication requirements are met.

- Customize writing and technical presentations for target audiences using a comprehensive understanding of the agency/group mandates, culture, and guidelines.
- Facilitate internal grant planning meetings and maintain a shared calendar of grant deadlines.
- Other duties as directed by BCWF's departmental leads.

Requirements, 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.

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.
- Ability to adapt communication styles for diverse audiences, including funders, Indigenous communities, and government agencies.
- 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).
- Excels at time management and self-direction

Education

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

Work Experience

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

Additional Assets

- Awareness of environmental and conservation issues.
- Non-profit and fundraising experience.
- Experience preparing federal and provincial environmental or education grant proposals (e.g., DFO, ECCC, Heritage Canada, BC Gaming).

Working Conditions

- This position can be performed remotely, in-office, or in a hybrid format based on candidate location.
- Occasional travel within B.C. may be required to attend meetings, workshops, or site visits.
- Some evening or weekend work may be required to meet funder deadlines or attend stakeholder events.
- Possibility for extension based on performance and financial capacity of organization.

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Please submit your resume, cover letter, and one writing sample (grant application, report, or proposal) to jobs@bcwf.bc.ca by August 15, 2025.

We encourage applications from Indigenous peoples, visible minorities, people with disabilities, LGBTQ2S+ individuals, and others who may contribute to the diversity of our organization.