

Role Description

Title:	Grant Writer
Reports to:	Director of Development
Department:	Development
Branch:	Mission Services
Type of Work:	Permanent, Part-Time
Work Location:	Langley, BC (Hybrid)

Position Purpose:

As a Grant Writer, you will play a crucial role in securing funding for our programs, initiatives, and special projects. You will collaborate with our development team, program managers, and leadership to identify grant opportunities, write compelling proposals, and manage grant-related activities. Your work will directly contribute to the growth and sustainability of Young Life of Canada.

Accountabilities:

As a part-time Grant Writer, your primary responsibilities will include researching and identifying grant opportunities, crafting compelling grant proposals, and maintaining accurate records of grant applications. You'll collaborate with program staff to gather necessary information, ensuring alignment with Young Life of Canada's mission. Additionally, you'll play a key role in stewarding relationships with funders, meeting report deadlines in a prompt manner, and contributing to the organization's overall fundraising efforts.

Key Responsibilities:

Grant Research and Identification:

- Research and identify potential grant opportunities from government agencies, foundations, and other funding sources.
- Stay informed about relevant funding trends and priorities.

Proposal Development:

- Write clear, persuasive, and well-organized grant proposals that align with Young Life of Canada's mission and programs.
- Collaborate with staff to gather necessary information and data for proposals.
- Customize proposals to meet the specific requirements of each funding opportunity.

Grant Management:

- Monitor grant deadlines and submission requirements.
- Maintain accurate records of grant applications, awards, and reporting deadlines.
- Ensure compliance with grant terms and conditions.
- Prepare progress reports and updates for funders.

Relationship Building:

- Cultivate relationships with grant-making organizations, program officers, and other stakeholders.

Collaboration:

- Work closely with the development team, finance department, and field staff to align grant strategies with organizational goals.
- Participate in team meetings and contribute to fundraising strategies.

Guiding Principles and General Responsibilities

Spiritual Leadership

- Model Christ in word, deed, and actions.
- Model and promote Young Life's mission and values. Represent Young Life positively and professionally within the community.
- Provide spiritual leadership to direct reports and volunteers, if applicable.
- Pray for kids, Young Life volunteers, and fellow Young Life staff.
- Pursue personal spiritual growth and involvement in a local church.

General Responsibilities

- Research and Identify Funding Opportunities, Grant Proposal Writing, Grant Application Submission, and Cultivate Relationships with Staff and Grantors.

Team Duties and Responsibilities

- Collaborate effectively with other team members to achieve grant-related goals.
- Participate in company-sponsored social events.

Personal and Professional Development

- Invest in your own growth by staying informed about grant writing best practices and trends.

Qualifications:

Spiritual

- Personal knowledge and experience of the saving work of Jesus Christ.
- Agreement with Young Life's Statement of Faith and Community Covenant.

Education, Experience, and Personality Traits

- Bachelor's degree in a relevant field is considered an asset (e.g., communications, nonprofit management, or related discipline).
- Proven experience in grant writing is considered an asset (preferably in the nonprofit sector).
- Strong research, writing, and editing skills.
- Ability to communicate effectively and persuasively in English
- Detail-oriented and organized.

- Familiarity with fundraising databases and grant management software is a plus.
- Passionate to complete well-written reports before major deadlines.

Training and Certification

- Legally entitled to work in Canada.
- Valid Class 5 driver's license and clean Driver's Abstract or equivalent.
- Clean criminal record check, including vulnerable sector search, required as a condition of employment.

Work Conditions

Work Location:

- Work is performed either at home or in the office.

Physical Requirements:

- The work is generally sedentary in nature but may require standing or walking up to 10% of the time.

Work Environment:

- Work environment is generally favourable. The work may be outdoors 10% of the time. The position is required to work with teenagers in middle and high school.

Hours of Work:

- Set hours per week preferably completed on consistent days.

Hazards:

- Hazards are considered minor and controllable. Employee may hear information about teenagers' lives which may be troubling or upsetting, and may cause emotional issues including vicarious trauma.

Other:

- Due to the nature of the job, and our commitment to a safe environment for teenagers and volunteers, the individual is subject to a criminal record check, including a vulnerable sector search.

The above statements are intended to describe the general nature and level of work performed by people in this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of people in this position. Duties and responsibilities that do not constitute a major change may be added, deleted or changed at any time at the discretion of the supervisor either orally or in writing.

Staff Person Name

Signature

Date