

Grant Writer

Job Title	Grant Writer
Location	Remote
Number of Positions	1
Duration	4 months
Start Date / End Date	May 1 to August 31
Hours Per Week	30 hours
Reports To	Co-Chairs, Fundraising Committee, Coordinator
Salary	\$9764 for four months work. Flexible hours.

Application Process

Submissions are due by **11:59 pm on Thursday, April 13 , 2023**. Late applications will only be accepted if all the positions are not filled.

Please send your resume and cover letter in Word or PDF form to the Hiring Department for the Organization either through the application form with this posting or by email at hr@guyanacommunityhouse.com – please reference the job title in the subject line and ensure your name, preferred pronouns (if used) and contact information are provided, such as your email address and phone number.

About the Organization

Guyana Community House is a Canadian organization serving the 200,000+ Guyanese-Canadian diaspora population in the Greater Toronto Area. We are a multi-purpose social service organization providing programs and support to those in need from our community, in particular seniors, women and youth. We are working towards the development of affordable housing and a community services and cultural hub.

Job Description

The Grant Writer will support the Organization and affiliates in identifying, writing and submitting grant applications with the goal of obtaining funding. Liaising with the grant agency is an important part of this position, which will require cordial and professional communication (phone, email, online meetings) with funding officers. The average success rate for grant applications is 15%. Our goal is a success rate of 25% for all grant applications.

Role and Responsibilities

- Identify sources of grant funding (foundations, government, corporations, etc.) and maintain a positive relationship with their funding officer(s).
- Have a clear understanding of the Organization and its affiliates' histories, missions, and goals in order to adequately identify and apply to funding opportunities that reflect the organizations' needs.
- Work alongside the executive team to identify funding goals and opportunities.
- Writing, proofreading and submitting grant applications with a high degree of language proficiency.
- Maintaining a grants database that clearly identifies grants that will be applied to, are in the process of being written, and have been submitted. The database should also indicate funding that was granted and applications that were not accepted.
- Receive feedback from granting bodies if applications are not accepted. Re-apply with feedback or use feedback in future grant applications for ongoing improvement and skills development.

Other

- Understanding of the Organization, its purpose, history, policies and programs
- Represent the Organization in a professional and congenial manner in person, in online meetings, in telephone conversations, and in written correspondence
- Delegation or sharing of duties with others as necessary
- Other duties as required or assigned

Expectations

Our Organization has a progressive workplace culture that provides flexibility and makes staff well-being a priority, while balancing these with accomplishing the mission of the organization and holding ourselves accountable for our areas of responsibility.

We seek employees who would align with our values:

- Be Impeccable With Your Word. (i.e. We are all part of a team and we rely on each other. Only commit to tasks and deadlines you can complete. Communicate well in advance if you won't be able to complete a task.).
- Don't Take Anything Personally. (i.e. Don't take things personally - people often have other things going on in their lives. If you fail at a task, instead of getting mad at others, learn from your mistakes).
- Don't Make Assumptions. (i.e. Believe in the best intentions of others. Things like judgment and suspicion only create toxic environments, hurt people and we don't grow or learn.)
- Always Do Your Best. (i.e. You are persistent. You will find a way to get it done and done well, even if that means asking for help.)
- **Collaboration is the key to success.** Our team works together to achieve great things!

What it is like working with us

- You are not expected to be sitting at a computer from 9am to 5pm. We will work with you to establish a schedule that works for both you and the team members you work with.
- We have a positive work environment, with many opportunities for community and recreation with others in the Organization (both formal and informal). We encourage you to participate in social activities.
- You are expected to represent the Organization in a positive, professional manner and act and speak in a positive way about our team, our work, our guests and the organization as a whole.

Questions for you to consider

- Availability evenings and weekends is preferred. Does this work with your schedule?
- If you're taking vacation, taking summer courses or working another job, please communicate this. This is important to know, as we have to factor in both external and internal Organizational deadlines, both during the hiring process, and if you are hired, when scheduling, setting priorities and deadlines.

This job is for you if...

- Are extremely organized and able to manage multiple grant applications and deadlines at once.
- Have excellent communication and interpersonal skills that you utilize in communicating with our team and granting bodies.
- Have demonstrable experience in writing successful grant applications.
- Possess the following traits:
 - **Collaborative** - excited to work with our multifaceted and growing team. You are willing to bounce ideas off of others and work together towards a shared goal.
 - **Humble and Eager to Learn** - Sometimes ideas or opinions fall flat. You are comfortable with being wrong, and are excited to learn how to improve throughout your career.
 - **Creative** - you understand the big picture and will look for unique ways to reach our goals. You work outside of the box to find solutions to everyday problems.

Qualifications

University degree in a related field (completed or in-progress), supplemented by a minimum of 1 year related experience which demonstrates the competencies noted above. Equivalencies to work experience will be considered.

Applicants are advised to provide information that clearly and concisely demonstrates how their qualifications meet the advertised requirements, including education, work experience, entrepreneur experience, volunteer experience, or research experience, along with providing relevant examples of the above competencies.

Requirements

- Related work, entrepreneur, volunteer, research or educational experience

- Detail-oriented
- Hardworking
- Extremely well organized
- Proactive and effective communicator
- Strong written communication skills (i.e. proper grammar usage, ability to convey ideas through words)
- Strong analytical skills (i.e. ability to strategize and critically think, set priorities amongst competing deadlines, solve problems effectively)
- Effective time management (i.e. able to prioritize and meet deadlines)
- Self-motivated (i.e. able to work independently with minimal direction)
- Positive attitude and a team player (i.e. friendly, respectful towards others, humble)
- Flexible and adaptable to most situations
- Proficiency with Microsoft Office suite, Zoom and Google Workplace (i.e. Google Docs, Google Drive)
- Previous experience working or volunteering with the Organization is a strong asset

Eligibility

To be eligible for this position, you must meet the Canada Summer Jobs eligibility requirements:

- Be between 18 and 30 years of age at the start of the employment period;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the program; and
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.