



**Ontario Amateur Wrestling Association
OAWA Grant Writer and Development Coordinator
Request for Proposals**

Employment Type: Independent Contractor – This is a Contract for an individual or firm

Reports to: Provincial Director, OAWA

NATURE & SCOPE

Ontario Amateur Wrestling Association (OAWA) is the Provincial Sport Governing body whose purpose is to grow, promote and govern the sport of wrestling in Ontario. OAWA works with coaches, officials, athletes, and wrestling clubs to foster the growth and development of the sport of amateur wrestling throughout Ontario.

POSITION SUMMARY

Reporting to the Provincial Director, the Development Coordinator will collaborate with management staff and the Board of Directors to explore funding needs, develop strategies, and prospect research, structure and write proposals, develop collateral materials, complete and/or coordinate reporting and necessary follow-up, and provide post-award support to staff overseeing sponsorships and grant-funded projects.

KEY RESPONSIBILITIES (May Include but Are Not Limited To):

- Work with the OAWA Marketing and Retention Committee on the design and implementation of an OAWA Marketing Plan.
- Writing, submitting, and managing grant proposals in a timely manner.
- Identifying potential **new** funding sources to support the OAWA's strategic initiatives.
- Coordinating processes to apply for funding from foundations, including local, provincial, and federal agencies, and providing updated reports, as relevant.
- Support the implementation of a stewardship program aimed at cultivating deeper ties with donors and government contacts.

OAWA Grant Writer and Development Coordinator

- Consult with OAWA Management and the Marketing and Retention Committee on OAWA Branding, including design and delivery of programs in a way to maximize the potential for sponsorship.
- Provide recognition for granting sponsors as required.
- Leading communication between funders and the Board of Directors when needed.
- Guiding program literature for the purpose of development, marketing, and fundraising requirements.
- Developing and maintaining knowledge of strategic partnerships, funders, community organizations, institutions, and the community at large.
- Liaising with community agencies and organizations for the purpose of communications, planning, support, referral and increasing community awareness about programming offered.
- Attend and participate in Board meetings as required.
- Attend Marketing and Retention Committee meetings as a resource to the Committee.
- Performing other duties as may be assigned.

KNOWLEDGE AND SKILLS:

The selected candidate will have a combination of suitable **Knowledge and Skills** to perform the job and ideally shall include the following:

- Strong communications skills both written and verbal are required.
- Excellent client relation skills are required.
- Must be able to work under pressure and on various projects simultaneously and autonomously.
- Ability to work independently, as well as within a team environment with staff and volunteers.
- Ability to meet deadlines and collaborate across departments is essential.
- Strong attention to detail and the ability to communicate effectively both verbally and in writing are required.
- Excellent administrative skills.
- Understanding of outreach and relationship management strategies with key stakeholders.
- Self-directed with the ability to think strategically.
- Excellent interpersonal skills and a strong customer service approach.
- Excellent-proof reading skills.
- Excellent writing skills with the ability to tell compelling stories and leverage impact data for strong proposals.
- Excellent organizational and time management skills with the ability to meet strict deadlines and manage multiple priorities simultaneously.
- Strong skills in relationship management
- Not for profit experience an asset.

QUALIFICATIONS:

The selected candidate individual/firm will have a combination of suitable education and experience to perform the job and ideally shall include the following qualifications:

- Degree or diploma from a recognized post-secondary institution
- Certified Fundraising Executive (CFRE) designation will be considered an asset.

OAWA Grant Writer and Development Coordinator

- Minimum 3 years' experience and demonstrable outcomes in fundraising, proposal-writing, sales/marketing.
- Previous grant writing experience is an asset.
- Proven track record of successful individual gifts personally solicited and successfully closed.
- Proficiency with computer applications for drafting proposals as well as publishing/designing fundraising communications materials (ex. Microsoft Office applications; Adobe Photoshop, Illustrator, InDesign, Hootsuite, etc.)
- Experience working with G-Mail and in a Google workspace environment.
- Flexibility regarding assigned work schedule
- Extensive knowledge and experience working with a Board of Directors
- Knowledge of Ontario's sport delivery system and not for profit sports sector will be considered an asset.
- Only those individuals legally entitled to work in Canada will be considered for employment with OAWA.
- Bilingualism would be an asset.
- Commitment to respecting diversity and demonstrating inclusive behaviour, responding with sensitivity and self-awareness to the unique needs of colleagues and members, including visible and non-visible dimensions of diversity

REMUNERATION STRUCTURE

This is an independent contractor (non-staff) position. We ask applicants to present a recommended remuneration structure as part of their proposal. We anticipate payment structure will be results-based.

APPLICATIONS INSTRUCTIONS:

Submit your proposal to admin@oawa.ca prior to: **January 29, 2024**

The OAWA values the diversity of people and communities and is committed to excellence and inclusion. We welcome qualified individuals who contribute to the diversity of our staff group. The OAWA is an equal opportunity employer and provides accommodation for job applicants in accordance with the Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you are an individual with a disability and you need accommodation in order to apply for this position, please contact admin@oawa.ca. If you are invited to participate in the assessment process, please provide your accommodation needs at that time. Please be advised that you may be required to provide medical documentation to the OAWA so that appropriate accommodation can be provided to you throughout the recruitment process.

OAWA thanks all applicants for their interest; however, only those selected for an interview will be contacted.