



## **GRANT WRITER- Temporary contractual position**

**Reporting to:** Executive Director

**Position Type:** Part-time (6 hrs per week), remote

**Location:** Pointe-Claire (West Island)

**Timeline:** August 2024 to April 2025

**About Us:** The West Island Women's Centre is a non-profit organization that is dedicated to improving the quality of life of Women in the West Island and beyond. We are dedicated to supporting women of all ages through our affordable courses and free community support programs. We are seeking a skilled Grant Writer to join our team and help us secure the funding necessary to achieve our mission.

**Job Summary:** The Grant Writer will be responsible for researching, writing, and coordinating the grant application process; help to support proposals and maintaining the donor database. This role requires excellent research skills, a keen eye for detail, and the ability to convey complex ideas clearly and persuasively in writing.

### ***Key Responsibilities***

#### **Research and Identify Funding Opportunities:**

- Conduct thorough research to identify potential grant opportunities from government agencies, foundations, corporations, and other funding sources.

#### **Grant Proposal Development:**

- Write and submit grant proposals, letters of inquiry, and other funding requests.
- Collaborate with program staff to gather information necessary for proposals.
- Ensure that all grant proposals are accurate, complete, and comply with funding guidelines and deadlines.

#### **Grant Management:**

- Track and monitor the status of grant applications.
- Help to maintain a comprehensive calendar of grant deadlines and reporting requirements.

#### **Relationship Building:**

- Help to develop and support key relationships with funders and potential donors.

**Database Management:**

- Maintain accurate records in the donor database, including grant proposals, donor communications, and reporting.

**Collaboration:**

- Work closely with the Executive Director to develop budgets for grant proposals.
- Collaborate with other team members to ensure alignment with organizational goals and priorities.

**QUALIFICATIONS**

- Proven experience as a grant writer or similar role, with a successful track record of securing funding.
- Excellent writing, editing, and proofreading skills.
- Strong research and analytical skills.
- Ability to work independently and manage multiple projects simultaneously.
- Familiarity with nonprofit fundraising strategies and practices.
- Proficiency in Microsoft Office
- Strong organizational and time management skills.
- Attention to detail and ability to meet deadlines.
- Bilingualism (French written/spoken and English written/spoken) is a must.

**Why work with us?**

We are a small team of 6 individuals who are passionate about women's issues and supporting women through the various stages of their lives. We have a dedicated board of directors who support the mission, values and vision of the Centre. We are looking for a unique individual to help us seek out new sources of funding to support our growing programs at the Centre.

Please send your resume to Isabelle Prosnick, Executive Director by email to [director@wiwc.ca](mailto:director@wiwc.ca) before July 12<sup>th</sup>.