



Co-operative Development  
Foundation of Canada

Fondation du développement  
coopératif du Canada

Position Title: Research & Grant Writer  
Position Location: Ottawa, Ontario  
Reports to: Manager of Business Development  
Status: Full-Time Contract – Maternity Leave

## **GENERAL DESCRIPTION**

Reporting to the Director of Business Development the Grant Writer is part of a dynamic business development team.

The primary role of the Grant Writer is to research, develop, write and submit proposals to secure grant support from foundations, corporations and government funding sources. The Grant Writer must be a skilled facilitator, capable of articulating CDF Canada objectives to funders and to advance CDF Canada priorities.

A track record of achieving financial goals is essential. Experience working in a fast-paced, results-oriented environment and demonstrated flexibility in meeting shifting demands and priorities is a must. A high degree of creativity, energy and initiative is required.

## **KEY RESPONSIBILITIES**

- Work with the Business Development and Program Team to determine the viability of fundable initiatives and identify and research new local, national and international funding sources, in respect of the Business Development plan.
- Coordinate, assemble and submit grant, foundation, consulting and governmental and multilateral proposals.
- Investigate and identify prospective funding sources through colleagues, directories, periodicals, and internet research
- Coordinate the proposal development process from initiation through to submission, including:
  - Setting up GO/NO GO opportunities meetings
  - Take detailed notes on project objectives, develop first draft narrative
  - Reviewing RFPs and extracting relevant information for submissions
  - Coordinating technical input from internal subject matter experts and subconsultants
  - Coordinating all proposal milestones, including quality reviews, input deadlines, and submission deadlines
  - Tailoring proposal-specific material, including project organization charts, resumes, and promotional material to respond to individual proposal needs
  - Writing proposal narrative, executive summaries, and cover letters
  - Work cross-departmentally to assemble and submit applications by due date
  - Edit content for grammar, spelling, consistency, technical accuracy, and tone
  - Ensure all ongoing and completed files and documents are stored properly on shared drives
- Research relationships with new and/or prospective funders.
- Match prospective funding sources with CDF Canada priorities.
- Draft compelling grant proposal narratives for general operating and restricted project grants.
- Work cross-departmentally to collect statistical information



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- Work with finance staff to prepare project budgets that meet funder guidelines.
- Verify that proposals have been received and that appropriate follow-up has occurred
- Maintain calendar and track submissions and results
- Contribute to continuous improvement through developing business development tools and following up on rejected proposals to identify opportunities for improvement
- Submit proposal revisions to funders as necessary

### **Skills and Knowledge**

- Bachelors or Masters' Degree in a relevant field.
- Five to eight years of demonstrated competence in proposal writing, preferably for an international development organization.
- Previous experience drafting, coordinating, and submitting grant, foundation and or government applications as a proposal and/or grant writer.
- Exceptional technical writing and communication skills.
- Superior verbal communication skills, with strong listening skills.
- Ability to extract information from a variety of cultural communication styles.
- Strong project management experience required, with a demonstrated ability to develop, monitor and evaluate multi-faceted projects with varied deliverables, and competing deadlines.
- Ability to build and work with ad-hoc teams.
- Initiative, self-motivated, creative and sound judgment.

### **Application Process and Deadline**

1. Applications must be received **no later than 4:00 p.m. Friday, October 23, 2020.**
2. **Late submissions will not** be accepted.
3. Applicants must include cover letter and resume.

Please reference the job title "**Grant Writer**" in the email subject line and **submit your resume and cover letter in confidence** to [apply@cdfcanada.coop](mailto:apply@cdfcanada.coop).