

Are you a talented grants/proposals writer with the drive to succeed? We need a grants/proposals writer with writing know-how to research, target and secure opportunities. Sound interesting?

The Details:

- Work with the Business Development and Programming Teams 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.
- Establish requirements and action items with internal staff members
- Take detailed notes on project objectives, develop first draft narrative (delegating writing as appropriate), and submit to management for feedback
- Coordinate, assemble and submit grant, foundation, governmental proposals and Coordinate the proposal development process from initiation through to submission, including:
 - Setting up GO/NO GO opportunities meetings
 - Reviewing RFPs and extracting relevant information for submissions
 - 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
 - Coordinating technical input from internal subject matter experts and subconsultants
 - Coordinating all proposal milestones, including quality reviews, input deadlines, and submission deadlines
 - Participating in final document assembly and submission delivery
 - Edit content for grammar, spelling, consistency, technical accuracy, and tone
- Ensure all ongoing and completed files and documents are stored properly on shared drive in accordance with best practices
- Develop policy and procedures as required

The Must Haves:

- 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;
- Strong project management experience required, with a demonstrated ability to develop, monitor and evaluate multi-faceted projects with varied deliverables, and competing deadlines

The Nice to Haves:

- Background in International development, cooperatives, fundraising, communication, research and development

- Experience writing proposals for GAC or any other international development agencies a strong asset
- Exposure to international development work abroad
- Good sense of humor

The Perks:

- Flexible work hours
- Fun Squad events - Our social committee likes to dream up all kinds of wacky and wonderful events.
- Demo Tuesdays - A chance to provide departmental updates and share your knowledge with the team

Please apply with a resume and cover letter to apply@cdfcanada.coop no later than 4:00 p.m. Friday, June 29th, 2018. *All applicants are thanked for their interest in CDF Canada; however, only those selected for an interview will be contacted.*