

Ladysmith Family and Friends

Grant Writer / Fundraising Coordinator

This position will report directly to the Executive Director of the organization, and be responsible for duties as outlined below. The position consists of up to 20 hours per week.

Job Summary

- The primary role of the Grant Writer/Fundraising Coordinator is to develop and implement, within the goals of the strategic plan and fundraising guidelines, a diverse fundraising program which ensures stable funding for the organization's needs, now and in the future.
- The position's primary responsibility is grant writing with additional fundraising tasks as assigned by the Executive Director (ED).
- The role is integral to the success of LaFF's mission as it is instrumental in identifying potential funding opportunities, crafting persuasive narratives and presenting our organization in the best possible light to grant making entities.

Tasks and Responsibilities:

- Research and identify funding opportunities.
- Write and submit proposals, including online applications for funding.
 - Examples include but are not limited to: Community Gaming Grants, United Way, Ministry of Children and Families, New Horizons for Seniors, local service clubs
- Prepare and submit reports to donors/funders as required and in a timely manner.
- Identify, cultivate, solicit and steward new and existing donors (with the Executive Director and/or President as required)
- Coordinate activities (deadlines, proposals outstanding, reports, funds received, etc.) at the direction of the ED and in collaboration with a development team.
- With the assistance of the Finance Coordinator prepare a monthly report for the Board of Directors.
- Assist the Finance Coordinator and the ED to develop budgets to accompany online applications.
- Attend monthly Board meetings to report on fundraising progress, as requested.
- Attend staff meetings, as required.
- Attend Fundraising Committee meetings, as requested.
- Assist the Fundraising Committee to develop and oversee implementation of sponsorship and donor benefits package.
- Attend fundraising workshops/courses as identified by the ED.
- Additional related responsibilities as assigned by the ED.

Qualifications and Assets:

- Experience with grant writing and fundraising considered an asset.
- Knowledge of LaFF/Family Resource Programs.
- Excellent proposal writing and communication skills.
- Strong organizational skills with the ability to manage multiple projects simultaneously.
- Demonstrated ability to work in collaboration with others.
- Demonstrated ability to work within deadlines.
- Demonstrated ability to be a self starter.
- Research experience is an asset.
- Willingness to train with current holder of this position.

Terms of Employment:

This position consists of variable hours with a minimum of 15 hours per week to be set in conjunction with program needs and budgetary hours.