



Grant Writer- Consultant **(Approximately 40 hours per month)**

Role Overview

The Grant Writer will be responsible for researching, preparing, executing and submitting, grant proposals on behalf of Radius Child and Youth Services. This opportunity is a consultant based one, and hours may vary month to month. This position is primarily a work from home arrangement, however the Grant Writer will need to be available to come into either our Oakville or Etobicoke offices, 1-2x per month for meetings/updates.

Core Responsibilities

- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation, corporate, government bodies and other sources.
- Proactively research, track and evaluate potential grant prospects.
- Collect any required information necessary to report on current grants.
- Comply with all grant application and reporting requirements.
- Maintain current records in database and in paper files, including preparing and updating monthly grant tracking spreadsheet.
- Assist in providing development input for any written materials relating to grants (including Annual Report, Research Newsletter, Donor Updates etc.)
- Assist with other development initiatives as requested

Knowledge and Skills

- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Strong editing skills.
- Attention to detail.
- Ability to meet deadlines.
- Knowledge of fundraising information sources.
- Experience with proposal writing and institutional donors.
- Knowledge of children's mental health a definite asset.

Education/Qualifications

- Minimum of two years' experience with grant writing.
- Comfortable conducting research and using technology/online resources to support research efforts.
- Previous experience in non-profit fundraising a definite asset.
- Experience working in deadline-driven environment.

Radius Child and Youth Services is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). We will work with applicants requesting accommodation at any stage of the hiring process. This document is available in alternate format(s) upon request.

Application **MUST** be received by 5 p.m. on Friday March 9, 2018 including a cover letter and resume by email to: ssorrenti@radiuschild-youthservices.ca. Radius Child and Youth Services appreciates all applications and will reply to those applicants being considered for the position.