JOB POSTING

POSITION: FUNDING & GRANT WRITING COORDINATOR

STATUS: PART-TIME PERMANENT

HOURS: 20 HOURS PER WEEK, MON TO FRI

START DATE: MAY 6, 2024

APPLICATION DEADLINE: Thursday, April 4, 2024, by 4:00 pm PST
Send Cover letter, Resume, Reference, Evidence of Successful
Funding Achievements to:
Michel Woolner, Executive Director
ed@pacificsport.com

INTERVIEW DATES: Tentatively the week of April 15, 2024

REQUIREMENTS:

- 2 – 3 years experience researching funding opportunities, completing funding applications/proposals, success obtaining funding, completing follow-up reporting
- Formal training / education in proposal writing will be given priority consideration
- 2 years minimum working in a not-for-profit environment
- 2 years minimum coordinating events, including fundraising
- Any experience working in the Sport industry will be given priority consideration
- Ability to successfully pass a criminal record check that includes working with children and vulnerable adults
- Reliable transportation
- Effectively secure a minimum of 2 funding grants per month with a target of achieving $500,000 in the first fiscal year and $250,000 of sustainable funding

TASKS:

- Meet with the core administrative team and identify viable funding opportunities
- Lead the funding committee
- Research all funding opportunities, complete funding applications and any follow-up reporting that is required
- Reviewing all contribution agreements and inform each team member of their responsibility for compliance
- Work closely with finance to ensure proper allocation of revenues and expenses
- Assist with development and monitoring budgets associated with funding
- Attend team meetings on a regular basis, and / or as required

COMPENSATION & BENEFITS:

- A base salary will be negotiated and dependent on education, training and experience
- Other earning potential
- Flexible schedule
- Employee perks
- Full benefits plan
- RRSP employer/employee contributions
- Working in a very dynamic and fun environment