



GRANT WRITER

The Opportunity

YWCA Edmonton is a non-profit women's organization that advances the wellness and growth of women, girls, and families. We provide education and services to thousands every year through leadership programs, counselling, outdoor education, and supporting people with disabilities. We are currently looking to add one Grant Writer to our team.

Job Summary

Reporting to the Communications Manager as part of the External Relations team, the Grant Writer works to secure funding for YWCA Edmonton and its causes by writing comprehensive and compelling grant proposals. In addition to strong writing skills, the Grant Writer's initiative to source and acquire donors has a direct impact on the success of the agency.

Responsibilities:

- Understand, adhere to, and articulate the history, goals, and culture of YWCA Edmonton
- Develop relationships with donors and other key stakeholders
- Continuously research and qualify funding prospects for YWCA Edmonton
- Write, edit, submit, and manage Letters of Intent (or equivalent), Grant Applications, and Impact Reports
- Maintain detailed records to track proposals and prospects, and update donor files through YWCA Edmonton reporting platforms
- Participate in regularly-scheduled meetings to track fundraising progress, in adherence to monthly, quarterly, and annual targets
- Other duties as assigned.

Qualifications and Skills Required:

- Passion for the mission and goals of YWCA Edmonton
- Post-Secondary education in Communications, English or a related field (equivalent experience will be considered)
- Minimum 2 years' experience writing and obtaining grants from solicitation to completion, with demonstrated success meeting fundraising targets
- Ability to build relationships with donors and other key stakeholders
- Previous not-for-profit work experience is considered an asset.

- Working knowledge of fundraising tools, such as The Raiser's Edge and iWave, is considered an asset.
- Superior writing and editing skills, with a strong attention to detail
- Proficient knowledge of the granting process and other fundraising methods
- Extremely organized with the ability to multitask and meet deadlines

Checks & Insurance:

- Able to provide a clear Criminal Record Check
- Able to provide a clear Youth Intervention Check

Employment Type: Contract; the Grant Writer must have the capacity to submit at least **two grants per quarter** to demonstrate consistent activity and contribute to the larger **team target of eight grants per month**.

Period of Work: Contracts are considered for renewal annually.

Compensation:

Grant Writers are paid based on a standard-fee scale. These fees are paid when:

- A Letter of Intent (or equivalent) is submitted;
- A comprehensive Grant Application is submitted; and
- A standard Impact Report is submitted.

How to Apply:

Please submit a cover letter, resume, and at least three (3) writing samples via email or in-person to:

Louise Hogg

Human Resources Business Partner

YWCA Edmonton

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10080 Jasper Avenue
Edmonton, AB T5J 1V9

Fax: 780-488-6077

Email: L.hogg@ywcaedm.org

Only qualified candidates will be contacted.