

POSITION TITLE: Grant and Proposal Writing Officer

POSITION OVERVIEW:

Reporting to the Director of Development, the Grant and Proposal Writing Officer is responsible for executing the Royal Alexandra Hospital Foundation's (RAHF) grant writing activities. Duties will include researching and identifying potential grant sources, working with development and communications staff to write required grant proposals, and ensuring grants are submitted in a timely fashion. The Grant and Proposal Writing Officer will also work with other members of the development team in the development of major gift and campaign case proposal documents.

KEY RESPONSIBILITIES:

1 Research

- Identify and research granting organization using existing RAHF databases and external resources
- Work with the RAHF development team and leadership to understand current projects and priorities
- Match potential granting organizations with ongoing or future RAHF projects

2 Grant and Proposal Development and Writing

- Work with RAHF development team and hospital staff to gather the information required to create compelling grants to be submitted to funding organizations
- Develop, write and submit grant proposals on an ongoing basis to meet target program objectives
- Create compelling proposals and case for support documents for submission to prospective donors by development staff
- Coordinate with the communications team to ensure consistent messaging about the RAHF organization and its projects
- Create and maintain a database of standard grant, proposal, and case materials

3 Grant and Coordination

- Maintain a calendar of proposal due dates
- Track grant related activities and research in database
- Prepare monthly grant activity reports
- Work with the development team to ensure granting organizations receive appropriate and timely acknowledgement and recognition

EDUCATION AND EXPERIENCE:

Education:

- Post-secondary degree in English, Communications, Business, or equivalent.

Experience:

- Minimum of three years in a professional environment, preferably within a non-profit setting
- Minimum of two years experience writing professional documents

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent communication skills, including the ability to write compelling and persuasively about the RAHF's mission and programs to potential funders
- Strong researching skills, including ability to use diverse sources to locate biographical, financial and philanthropic information
- Attention to detail and accuracy is essential
- Ability to work cooperatively and professionally with the RAHF team and hospital staff
- Ability to prioritize and organize while working independently under minimal supervision
- Ability to handle workflow efficiently and effectively to balance multiple projects with tight deadlines
- Working knowledge of relational databases, particularly Raiser's Edge, considered an asset
- Requires working knowledge of Microsoft applications including but not limited to Word, Excel, PowerPoint and Outlook

RELATIONSHIPS AND INTERDEPENDENCIES:

Development Officers

- Work with development team to develop grant and proposal materials
- Use existing organization expertise to match potential grant applications to appropriate projects and campaigns
- Ensure timely acknowledgement and appropriate recognition is being provided to granting organizations in cooperation with other RAHF staff

Communication Officers

- Ensure information contained in grant proposals is consistent with overall communication strategy

Finance

- Ensure all grants received are allocated to the appropriate project/fund
- Collect financial information necessary for follow up reporting to the granting organization when required

HOURS OF WORK:

7.75 hours per day. 38.75 hours per week.

COMPENSATION:

Salary is commensurate with experience. This is a full time permanent position that includes a competitive benefits package.

APPLYING:

Please include expected salary range expectations with your resume/cover letter. The Royal Alexandra Hospital Foundation thanks all applicants for their interest in employment with us; however, only those selected for interviews will be contacted.

Closing Date: February 28, 2018

Forward resume with cover letter to:

foundation@royalalex.org

-OR-

Director of Development
Royal Alexandra Hospital Foundation
10240 Kingsway NW
Edmonton, AB T5H 3V9