



Contract Grant Researcher and Writer

[Britannia Community Services Centre Society](#) is a non-profit organization located in Vancouver on an 18 acre site with 2 schools, a public library, an ice arena, Indigenous Carving Pavilion, teen centre, seniors centre and swimming pool. BCSCS is a recognized leader in building community and providing educational, recreational, creative and cultural programs. Promoting partnerships, celebrating diversity and enhancing the life and well-being of everyone who lives, works, and plays in our community are our mandate and mission

Job Summary:

This position will work directly with the Executive Director to fulfill immediate funding needs of the organization. The key role is to secure funding for the Societies [strategic priorities](#). The work will be supported by the [Britannia Board of Management](#) and a resource working group. This is a short-term contract position with potential for extension.

Key Areas of Responsibility:

- Researching relevant grants
- Writing and submitting grant applications
- Following up on active applications and tracking communications
- Writing and sending thank you letters to funders
- Other fundraising activities as needed

Requirements:

- Excellent written and oral communications skills
- Superior organizational skills and an astute attention to detail
- Ability to multitask and balance a varied workload
- A professional and outgoing manner and ability to interact respectfully with all individuals
- The ability to work well independently
- Ability to accommodate meeting schedules as needed
- Proficient with Microsoft Office applications, Google Suite and ADOBE

Education and Experience:

- Proven success in grant writing
- Other fundraising and communications experience is an asset
- Previous experience in a non-profit environment is an asset
- Minimum 3 years relevant experience preferred

Value of Contract:

80 hours at an hourly rate of \$30 - \$45 per hour on a contract basis, commensurate on candidate's experience.

This work to be scheduled over 8 months.

Expected Outcomes:

- Submit a minimum of \$1.5m in grants
- Secure \$500,000 of funding

Submit cover letter, resume and references by April 10, 2023 to raquel.lu@vancouver.ca

For more information contact cynthia.low@vancouver.ca