

YES, a non-profit community organization providing English-language employment and self-employment services is looking for a

## Grant Writer

The Grant Writer is responsible for identifying and writing grants, managing submission deadlines and all follow-up steps, program oversight, budgeting and reporting.

### RESPONSIBILITIES

- Responsible for conducting the full range of activities required to research, write, submit, and manage grant proposals to government, foundation and corporate sources
- Perform research on government, foundations and corporations to evaluate prospects for grants
- Work with Financial Officer to gather information necessary to report to funders on current grant programs
- Comply with all grant reporting as required by all government, foundation and corporate donors
- Provide stewardship to current donors, including regular written updates (newsletters etc) to government, corporate and foundation donors
- Understand and communicate institutional history and programs appropriately
- Make appointments for Executive Director and board members with foundation officers and other prospects, arrange for onsite tours for supporters (foundation officers, government officials)
- Maintain and coordinate current records in database and in paper files, including grant tracking and reporting
- Track statistics and information relevant to development and provide organization with written materials necessary for donor stewardship
- Work with Directors to identify organizational needs to solicit funding
- Write communications for special events, direct mail, annual reports, fundraising and sponsorship campaigns

### Knowledge, Skills and Qualifications

- Strong English written communication skills; ability to write clear, structured, articulate, and persuasive proposals
- Strong editing skills
- Strong research skills
- Attention to detail
- Excellent analytical skills
- Superior organizational skills and ability to meet deadlines
- Knowledge of fundraising information sources
- Experience with proposal writing
- Proven track record in grant writing
- Knowledge of fundraising techniques and strategies
- Knowledge and familiarity with research techniques for fundraising prospect research
- Strong contributor in team environments
- Minimum of three years' experience with grant writing
- A degree in English, Communications or any other relevant field
- Previous experience with non-profit fundraising
- Experience working in deadline-driven environments
- Able to work well in a team environment, handle multiple assignments and meet deadlines
- Strong oral and written skills in French an asset
- Accounting and financial reporting experience an asset
- Able to monitor and meet income goals

### HOW TO APPLY:

Send your cover letter\* and résumé  
to [fa@yesmontreal.ca](mailto:fa@yesmontreal.ca)  
(\*résumé **must** be accompanied by a cover letter)

666 Sherbrooke St. W., Suite 700  
Montreal, Quebec H3A 1E7  
T: 514.878.9788  
F: 514.878.9950  
[info@yesmontreal.ca](mailto:info@yesmontreal.ca)  
[www.yesmontreal.ca](http://www.yesmontreal.ca)