

YES is a non-profit community organization providing English-language employment and self-employment services to Quebecers.

WHO WE ARE LOOKING FOR

The ideal candidate will not only have the proven ability to write in a clear, structured, articulate and persuasive manner, but also has a love for the written word. The right candidate wants a career in the non-profit world, is easily adaptable, is a quick thinker and able to easily adjust writing styles to match the target audiences.

RESPONSIBILITIES OF THE WRITER

- Conduct the full range of activities required to research, write, submit, and manage grant proposals to government, foundations and corporate sources
- 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
- Write communications for special events, direct mail, annual reports, fundraising and sponsorship campaigns
- Develop creative content for communication and promotional purposes including the website, articles, newsletters, brochures, annual report, ads, press releases and other promotional materials

Knowledge, Skills and Qualifications Needed

- Exceptional English written communication skills with the ability to write in a clear, structured, articulate, and persuasive manner
- Strong editing skills an asset
- Strong research skills
- Attention to detail
- Excellent analytical skills
- Superior organizational skills and ability to meet deadlines
- Knowledge of fundraising information sources
- Strong contributor in team environments
- Ability to work on multiple projects and complete tasks with minimal supervision
- Minimum of five years' experience with grant writing and or creative writing
- A degree in English, Communications or 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 skills in French an asset

HOW TO APPLY:

Send your cover letter* and résumé
to fa@yesmontreal.ca

(Please provide writing samples along with your résumé **and**
cover letter)

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