



CENTRAL COAST REGIONAL DISTRICT

CONTRACT GRANT WRITER

The Central Coast Regional District is seeking a Contract Grant Writer. This opportunity is for a locally based Grant Writer who will work under the supervision of CCRD staff. The objective of the Grant Writer is to secure more funding dollars to support community economic development projects and initiatives within the CCRD.

This position is a part-time term contract ending December 2018. The Grant Writer will work with the CCRD and with community organizations to increase their success in accessing financial grants in pursuit of strategic priorities. The Grant Writer must prepare funding applications to agencies, foundations and government programs.

Applicants will be evaluated based on the criteria below.

Applicants must:

- Be based locally (within the Central Coast Regional District).
- Have access to their own computer.
- Have access to their own working space.
- Demonstrate required knowledge, skills, and abilities.
- Have a bachelor's degree in communications, English, creative writing or have experience and/or training in a field relevant to the position.

Required Knowledge, Skills, and Abilities:

- Strong communication skills (ability to write and present clear, structured, articulate, and persuasive proposals).
- Ability to accurately receive and interpret verbal and written communication.
- Ability to seek and synthesize information and communicate in a compelling and succinct form.
- Ability to assemble and submit grant requests, including letters, proposals, and budget.
- Ability to meet deadlines.
- Self-motivated, detail-oriented, and highly-organized.
- Possess a high level of computer literacy and be proficient with MS office (word, excel, etc.)
- Experience with proposal and grant writing.
- Experience working in deadline-driven environments.
- Experience using online databases and other sources to locate biographical, financial and philanthropic information.

Applicants shall provide the following information in their submission:

- A cover letter and resume
- A sample of their writing (1-2 pages)
- Shortlisted applicants will be asked for two (2) references

Hours of Work: The position has a flexible schedule (set in consultation with CCRD Staff) that may include some evening and weekend work. A minimum of 400 hours must be completed.

Minimum Requirements: A minimum of \$200,000 worth of grant applications must be applied to during this contract.

Compensation: Compensation commensurate on skills and experience.

Contract Timeframe: This is a term contract ending December 2018 with the possibility to extend the contract.

Applications will be received until 4:00 pm on April 16, 2018. Applicants must submit their cover letter and resume to Bridget Horel, Community Economic Development Officer, by email at: cedo@ccrd-bc.ca.