



## **Grant Coordinator**

### **Permanent - Full Time**

WIN House provides individuals and their children fleeing violence crisis response and intervention, safe temporary accommodation, and support for basic needs. Those seeking our services are offered trauma-informed, client-centered programming and support, access to resources, information, and referrals to community supports.

Reporting to the Director of Development the Grant Coordinator will play a vital role in our organization. This role will be responsible for researching, preparing, submitting, managing grant proposals and reports that align with the organizations goals and meet funder guidelines. They will work collaboratively across teams to draft tailored grant proposals and supporting documents.

This role requires a deep understanding of the history, structure, objectives, and financial needs of the organization and is ideal position for an experienced writer and researcher with a strong background in the not-for-profit sector.

#### **Key Duties and Responsibilities include:**

- Researching and writing grants for nongovernment agencies, foundations, and possibly federal and provincial government programs.
- Gathering necessary information and content to support grant applications.
- Maintaining and nurturing positive relationships with fund providers and stakeholders.
- Keeping detailed records and submitting reports related to grant opportunities.
- Collaboratively developing, submitting, and managing grant applications that align with organizational initiatives and interests.
- Setting and adhering to target dates for information gathering, writing, review, approval, and submission to meet grant deadlines.
- Contributing to the development of impact report writing.
- Ensuring all grant applications and supporting documents are error-free, adhere to guidelines, and align with WIN House's priorities.
- Building key internal relationships for timely information gathering, content verification, and approvals.
- Monitoring external markets for best practices and new business models to enhance grant opportunities and growth.
- Work closely with finance to monitor grant budget and ensure accurate financial reporting and compliance with grant budgets.
- Completes other duties and special projects as assigned.

#### **Qualifications include:**

- Undergraduate degree or those with extensive professional experience in the field
- Advanced proficiency in MS Office; InDesign skills are an asset.
- Understanding of the history, structure, objectives, and financial needs of the organization.



- 3+ years of proven experience in a grant writing, nonprofit organization or academic institution.
- Expertise in grant research, writing, submissions, and reporting.
- Exceptional editing, writing, and interviewing skills.
- Innovative thinking with the ability to engage and motivate supporters.
- Strong research skills and the ability to develop and maintain effective working relationships.
- Exceptional organizational, project management, and analytical skills.
- Team player with a commitment to open communication and collaboration.
- Ability to meet deadlines and prioritize a daily workload.
- Passion for and understanding the organization's mission.

This full-time position is located at our Business Office with standard hours of work from 8:30 A.M to 4:30 P.M. from Monday to Thursday and from 8:30 A.M. to 2:30 P.M. on Fridays. The successful candidate should be available for evening and weekend work when required. WIN House offers a pet-friendly, team-oriented, hybrid working environment with extended health benefits including dental and vision coverage, as well as participation in a pension plan.

The pay range for this position is \$60,000 to \$78,000 per annum.

Interested applicants should submit an application, citing the position to [HR@winhouse.org](mailto:HR@winhouse.org) before 4:00 P.M. on December 24th, 2024.

The successful candidate will be required to submit a Criminal Record Check and must be willing to sign an Oath of Confidentiality.

*WIN House is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons. We encourage First Nations, Métis, and Inuit persons; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and all those who may contribute to the further diversification of ideas and the organization to apply.*

*Suitable applicants will be contacted directly.*