



Grant Writer, f/t

\$65,000-70,000/year

Summary:

Wintergreen Studios, Sustainable Capacity Solutions, and Watersheds Canada are focused on the well-being of people, non-profit organizations, and the environment. We are looking to hire and share a well-experienced grant writer and fundraiser equally between each organization, on a full-time basis, who can support our respective grant and proposal writing needs. This position is primarily a grant-writing position with some strategic and training support through Sustainable Capacity Solutions.

Who we are:

Sustainable Capacity Solutions

Sustainable Capacity Solutions is the one-stop shop for capacity building for Canadian environmental organizations. We provide a suite of capacity building services that help strengthen small-shop organizations across the country. Our fundraising social enterprise, Sustainable Philanthropy, is helping train people in fundraising and providing Fundraising plans for small organizations. Learn more:

<https://www.sustainablecapacity.ca>

Watersheds Canada

Watersheds Canada is a national non-profit charitable organization that works with freshwater stakeholders, communities, and organizations to enhance and protect lakes and rivers through developing effective and transferable long-term solutions.

Watersheds Canada envisions people engaged and caring for clean, healthy lakes and rivers that sustain humans and wildlife for years to come. Learn more:

<https://watersheds.ca>

Wintergreen Studios

Wintergreen Studios embodies joyful ways of living in balance with the natural world. Our programs and off-grid wilderness facilities inspire people to live harmoniously, to become more resilient, and to return to their homes, workplaces, and communities nurtured and rejuvenated—ready to make a difference. Learn more: <https://www.wintergreenstudios.com>

Responsibilities for Each Organization:

- Write and submit effective proposals and grant applications that display exceptional attention to detail and captivating storytelling
- Build an advanced understanding of the organization's activities, operations and programs relative to fundraising needs and priorities
- Support the fundraising strategy and cases for support for grants based on existing organizational capacity and anticipated funding needs
- Assimilate information into something digestible for people who may not be familiar with the organization and its activities
- Research, identify and prioritize relevant grant opportunities from foundations, government, corporations and other funding sources, and engage with potential funders to ensure alignment
- Maintain an active grant application pipeline, including a proposal schedule, for each organization
- Manage proposal development from beginning to end, developing and implementing the proposal completion plan, coordinating with colleagues to get necessary information, ensuring that all parties are aware of their roles and responsibilities and that they meet the deadlines
- Support the tracking, developing and submitting of required progress reports as per the grant application requirements
- Participate in and lead fundraising development workshops

Qualifications and Competencies:

- Post-secondary education or equivalent in a relevant field such as Fundraising, Communications, English, Journalism, or Public Relations
- Minimum of 10 years relevant fundraising and grant/proposal writing experience, ideally in the not-for-profit sector
- Superior written and oral communications skills—a persuasive communicator with excellent interpersonal and multidisciplinary skills
- Ability to adapt writing to different audiences including governments, foundations and businesses

- Excellent interpersonal skills with a strong sense of diplomacy and ability to build strong, collaborative relationships with colleagues, donors, and other stakeholders
- Demonstrated ability to develop proposals and grant applications that align organizational strengths, funding priorities and needs with funding opportunities
- Excellent project management skills and ability to coordinate multiple priorities concurrently in a fast-paced environment while maintaining a high level of detail and excellence
- Success and achievement oriented, with a high degree of personal integrity and strong work ethic
- Understanding of current and emerging best practices in proposal writing
- Computer proficiency with MS Office suite and experience with foundation search databases such as Grant Advance

Location:

The Grant Writer will work from their home office. If their home is in the Eastern Ontario region, occasional in-person meetings will be scheduled where possible with each organization.

How to Apply:

- Provide a sample 1-page LOI proposal for each of Wintergreen Studios and Watersheds Canada based on a current program, OR submit examples of past successful grant applications
- Submit cover letter, resume, and LOIs/past grants as **one PDF document** to jobs@watersheds.ca by 11:59 pm (ET) on Friday, September 2, 2022.