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Calgary Humane Society is a dynamic, non-profit organization whose purpose is to create a more humane world. As an organization, we act with **Compassion**. We work hard to build **Trust**. And we thrive through **Collaboration**. We take pride in fostering an open, inclusive, creative, and supportive environment.

If your beliefs and values align with ours, we welcome you to apply for any open positions we have on our team.

Calgary Humane Society is an equal opportunity organization. We welcome diversity and appreciate the value of the broad range of perspectives we see from different backgrounds and experiences.

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**Position Title:****Grant Writer – Full Time**

Reporting to the Director of Philanthropy, the Grant Writer is responsible for researching opportunities for funding relative to philanthropy, sponsorship, all levels of government funding opportunities, community funding, and partnerships. The Grant Writer will write coherent, organized, and compelling proposals and work in collaboration with all CHS departments to support fund development through grant and proposal writing.

**Duties:**

- Develop and maintain a grant opportunity strategy to support the operations of the organization.
- Facilitate grant applications from concept to submission.
- Timely submission of grants and proposals.
- Enter all grants and proposals into Raiser's Edge.
- Meet all grant reporting requirements in collaboration with other CHS stakeholders.
- Provide presentations to groups of various sizes and backgrounds.
- Liaise with internal and external stakeholders.
- Assist in other areas of the shelter (including animal care) when required.
- Other duties as assigned.

**Position Requirements:**

- 3 to 5 years of directly related experience.
- Post-secondary education in English, Fund Development, or Business Development (an equivalent combination of directly related education and experience may be considered).
- Experience in applied research grant writing.
- Familiar with research procedures.
- Advanced writing skills; writing proposals / funder reports.
- Advanced knowledge of MS Office and Raiser's Edge.

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- Discretion while dealing with confidential data.
  - Comfortable and confident providing presentations to groups.
  - Genuine concern for the welfare of animals.
  - Ability to work as part of a team or independently as required.
  - Ability to communicate effectively, both verbally and in writing (a written competency assessment may be included as part of the interview process).
  - Strong interpersonal skills and the ability to deal with a diverse range of people.
  - Excellent organizational skills and the ability to manage a wide range of tasks and competing priorities.
  - Successful candidate will be required to provide a criminal record check at their own expense to be arranged by CHS.
  - Physically capable of, and comfortable handling a variety of species including but not limited to: cats, dogs, rabbits, birds, reptiles.
  - Flexibility to work overtime as required.
  - Ability to perform repetitive motions of: sitting reaching, lifting, squatting, bending, pulling.

**Closing date:** Posting will remain open until a suitable candidate is found

Please submit your cover letter and resume, indicating the job title in the subject line, to [careers@calgaryhumane.ca](mailto:careers@calgaryhumane.ca)

***We thank all applicants for their interest however only those selected for an Interview will be contacted. No phone calls please.***