



Join the team!

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.

Position Title:

Grant Writer – Part Time

Monday-Friday 9:00AM to 5:00PM (flexible shift)

22.5 hours per week

Reporting to the Director of Philanthropy, the Grant and Proposal Writer is an integral part of the Fund Development team and is responsible for researching, writing, and submitting grant proposals to government agencies, foundations and corporate partners in order to achieve the philanthropic goals of the Society. This role works in collaboration with all other areas of the Society to create compelling and persuasive proposals that effectively align our purpose with each funder's specific area of focus and clearly articulates our mission, vision and goals in order to secure the critical funding necessary to maintain the Society's operations and programs.

Duties:

- Support the Director of Philanthropy with the development and implementation of a strategic plan focused on grants and related fundraising initiatives which are designed to achieve the goals of the Society
- Conduct research to identify various granting opportunities through various government agencies, foundations or corporate partnerships.
- Collaborate with Communications and Marketing team to create a library of collateral including inspirational stories, narratives, testimonials and other related material to be easily sourced and used for drafted proposals.
- Prepare compelling grant proposals which clearly articulate the goals and objectives of the Society and related programming
- Effectively manage the requirement and timelines for each grant application to ensure timely submission of proposals as well as accurate and timely follow up reports which confirm appropriate use of funds within the guidelines of the grant.
- Cultivate and maintain positive relationships with various granting agencies in order to build the Society's profile and brand within the Calgary philanthropic community.
- Make recommendations to the Leadership and Fund Development team based on the latest trends and best practices in this area of fundraising in order to capitalize on the various

granting opportunities available.

- Support other Fund Development activities as required.

Perks & Benefits:

In addition to a competitive salary, we offer generous perks and benefits including:

- Comprehensive health and dental benefits for employees and their dependents
- \$500 Annual Wellness Spending Account
- Vision coverage
- Paid vacation, sick time, wellness days, flex days, and a paid day off on your birthday
- Matching RSP
- Personal and professional development opportunities
- Discounts on CHS products, programs, and services, including animal adoption fees
- Access to the Employee and Family Assistance Program
- Access to reduced rate counseling

Position Requirements:

- Three or more years in fund development, grant writing or related experience in a not-for-profit organization.
- Post-secondary education in a related field or an equivalent combination of directly related education and experience
- Demonstrated experience effectively managing multiple grant applications, proposals and other related activities simultaneously in a fast paced environment
- Ability to work well independently, along with the ability to collaborate with others team members on shared goals and projects when required
- Public speaking and delivery of presentations to groups of various sizes and backgrounds an asset.
- Familiarity with the various granting organizations in the city of Calgary with the ability to establish positive working relationships with these key stakeholders.
- Demonstrated expertise in the area of research and information gathering utilizing various web-based databases and funder portals
- Highly effective verbal and written communication skills.
- Advanced knowledge of all Microsoft Office applications required and experience with Raiser's Edge considered an asset.
- Successful candidate will be required to provide a criminal record check at their own expense, to be arranged by CHS
- From time to time, the successful candidate will be asked to attend evening and weekend events.
- Genuine interest in the welfare of animals and values congruent with the organization

Closing date: Open until available Candidate is found



Join the team!

Please submit your cover letter and resume, indicating the job title in the subject line, to careers@calgaryhumane.ca

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