

Grant Writer Part-time ~ 3 Days per Week

Starting Date: ASAP

Posting: #2025-03

Reports to: Executive Director

Hospice Wellington provides compassionate care, emotional support, and practical assistance to individuals and families facing a life-threatening illness, extending through bereavement. Based in Guelph, ON, we offer hospice palliative care in our 10-bed residence, Day Away respite for caregivers and one-to-one and group support by our caring and compassionate team of staff and volunteers who are available at no-cost to our patients and program participants.

All of our services are free to the public and we aim to make all of our programs and services accessible to all.

Our primary goal is to make a positive difference in people's lives.

The grant writer will be responsible for exploring and acquiring grant and funding opportunities for Hospice Wellington. The expectation is for the grant writer to acquire a minimum of 100K per fiscal year in the form of grant dollars. Hospice Wellington has access to grants through the Imagine Canada portal.

Key Responsibilities:

- Manage the grant process including researching, preparing proposals, gathering the necessary documentation, meeting the deadlines for grants and following up with the grant requirements.
- Completing or supporting other aspects of grant development, conduct new prospect research, including soliciting, writing and collecting support letters; preparing CVs; and preparing grant budgets.
- Creating compelling, persuasive, well-structured grant narratives using effective storytelling and superior prose, while effectively tying the organization's needs to fund priorities.
- Gather competitive information and identify potential opportunities and challenges in government funding, private foundations and corporate community/corporate foundations
- Write grant applications, proposals, and solicitation letters for Corporate and Foundation donors for a broad range of programs and initiatives
- Undertaking research for the purposes of gathering statistical, analytical and anecdotal data, analyzing those data, and using such data strategically to create competitive proposals.
- Follow up with outcomes of grants and provide responses to respondents.

Competencies:

- Organizational skills
- Time management skills
- Project management skills
- Attention to detail

Qualifications:

- Must possess a Bachelor of Arts degree or education in a related field such as communications, political science or business administration.
- Minimum of 1-year experience required in grant writing, research and policy making in a non-profit environment

- Must demonstrate exceptional writing, editing and research skills. Must be able to analyze technical and financial information for proposal writing purposes

Working Conditions:

The hospice is a care facility for clients and their families. Hospice is staffed with palliative care physicians, nurses, personal support workers, administrative staff and many enthusiastic volunteers. As a residential facility, the working conditions are welcoming, warm and supportive. This position has been deemed **Work from Home /Virtual** and the employee is encouraged to come in person to Hospice Wellington for team and supervision meetings.

As an equal opportunity employer, Hospice Wellington is committed to employment accessibility, diversity, equity, and inclusion. For this reason, we encourage applications from members of equity-seeking groups including women, racialized and Indigenous communities, persons with disabilities, and persons of all sexual orientations and gender identities/expressions.

Accommodation is available during all aspects of the recruitment process. If you require accommodation, please make your request known when contacted.

Please submit your resume in confidence to **Attention: Hiring Committee** Kelly.houghland@hospicewellington.org

Posting open until MARCH 28th, 2025.

We thank all applicants for their interest; only those selected for an interview will be contacted.