



YOUR STORY MATTERS

Grant Writer

Part-time, 2 – 3 Days per Week

Hospice Wellington provides compassionate care, emotional support, and practical assistance to individuals and families facing a life-threatening illness, extending through bereavement.

The grant writer will be responsible for exploring and acquiring grant and funding opportunities for Hospice Wellington.

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.

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:

A regional residential and administrative hospice located in the community of Guelph, Ontario. 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. Personal workstations are private and meeting rooms available for groups.

Please express any interest for this position by **December 6, 2019**, or direct anyone you may know who might be interested to Kelly Houghland, Assistant to the Executive Director at kelly.houghland@hospicewellington.org or call 519-836-3921 ext. 236.

A current resume is required, and a formal interview process would be required.

*Hospice Wellington is an equal opportunity employer. Accommodations are available for all parts of the recruitment process.
Applicants need to make their needs known in advance.*

*We thank all applicants for their interest; those who are selected from your resume presentation and experience will be contacted for
an interview*