



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
Toll Free Phone: (866) 225-9067
Toll Free Fax: (877) 825-7564
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Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/05

Prospect Research And Proposal Writer

Job ID	01-B4-47-A6-1E-FB	
Web Address	https://careers.indigenous.link/viewjob?jobname=01-B4-47-A6-1E-FB	
Company	Indspire	
Location	Toronto, Ontario	
Date Posted	From: 2023-05-19	To: 2023-06-09
Job	Type: Full-time	Category: Miscellaneous
Job Salary	Annual Salary Range: \$69,260 - \$86,576	
Languages	English	

Description

Prospect Research and Proposal Writer

Closing Date: June 9, 2023

Full Time, Permanent

Employment Opportunity

Indspire is an Indigenous charity, and a Top 10 Impact Charity for the past five years. We invest in the education of First Nations, Inuit, and Metis people for the long-term benefit of these individuals, their families and communities, and Canada.

Indspire is seeking a Prospect Research and Proposal Writer to begin early August 2023. The Prospect Research and Proposal Writer plays a key role in the expansion of support from individuals, corporations, foundations and other organizations. To research, develop, write and submit proposals, letters, reports and other materials to secure support for Indspire's programs and operations To work across departments to collect and convey information required to achieve annual revenue goals.

Key Responsibilities

Fundraising (75%)

- Reports to and works closely with the Director, Major Gifts, and collaborates with Development colleagues, to investigate and identify funding sources through colleagues, online sources and internet research;
- Performs prospect research to identify and qualify potential donors and sponsors, as well as supporting cultivation and solicitation in keeping with Indspire's priorities and fundraising strategies;
- Works across departments to assemble and submit grant proposals in a timely manner;
- Writes and prepares letters of intent, and grant applications for foundations, individuals and corporate funders;
- Research and compile information on grant prospects;
- Works with Finance and program staff to prepare budgets that meet funder requirements;
- Reviews grant proposals and applications prepared completeness, accuracy and timeliness.
- Manages grant applications by working with various departments in the application and monitoring process to ensure successful grant awards and grant compliance, including developing a workplan with goals, objectives and measurable indicators for the grants function.
- Collaborates with other departments to develop creative funding opportunities and produces proposals for presentation to donors and prospects;
- Maintains a grant calendar and tracks submissions and results;
- Develops a follow-up plan and timetables for both prospects and donors;
- Participates in activities to develop and share new ideas that will result in better work practices and collective, team-based success to achieve increased fundraising results.

Administration (25%)

- Works with the Director, Individual Giving in the planning and implementation fund development processes, procedures and policies;
- Assists with the donor stewardship cycle, supporting colleagues with activities that deepen donor engagement.
- Tracks proposals and records donor contacts in the fundraising database and maintains accurate electronic and hard copy files;
- Provides support at fundraising events and for fundraising projects as required with the aim of enhancing the leadership and major gifts program;
- Attends functions as appropriate to promote Indspire and its programs to donors and prospects;
- Other duties as assigned by the Director, Individual Giving.

Qualifications

- Post-secondary education, preferably a university degree or minimum of a college diploma in communications, media and/or equivalent experience.
- Progressive experience with a minimum of 5 - 7 years' experience in a similar environment, with demonstrated success
- Knowledge of and experience in Indigenous communities preferred.
- A solid understanding of the fund development and moves management process.
- Exceptional written and verbal communication skills.
- Demonstrated openness to learning and willingness to engage in cultural competency training.
- Strong organizational abilities and time management skills with attention to detail and ability to meet deadlines, multitask and prioritize workload.
- Superior writing skills and communicates messages in a professional and engaging manner.
- Ability to effectively coordinate multiple projects, deadlines and priorities.
- Team player that displays initiative.
- Highly computer literate and the ability to work effectively with RE database.
- Ability to work with sensitive information with complete confidentiality.

- Ability to work in French is an asset.
- Occasional travel between Six Nations and Toronto offices is required.
- Must be able to work occasional evenings and weekends and possess a willingness to travel within Canada.

The duties within this job description can be amended from time to time.

Benefits

- Hybrid workplace that provides flexibility from home and in the office (3 days in office and 2 home).
- Competitive Benefits Program & Pension.
- Opportunities and support for professional learning and growth.
- Being a part of shaping the future of education for Indigenous people in Canada.

How to Apply

To apply, forward your resume and cover letter to hr@indspire.ca. We appreciate your interest, but only qualified applicants that meet the requirements will be contacted.

Indspire is committed to ensuring an equal opportunity recruitment process.

Accommodations are available to all applicants upon request. We are committed to providing any accommodation required to ensure a barrier-free process. Please contact us via email at hr@indspire.ca, we will work with all applicants to accommodate any accessibility needs.

To learn more about Indspire, visit indspire.ca.

Deadline for Applications: June 9, 2023 at 5:00 pm EST