

METLAKATLA FIRST NATION

JOB OPPORTUNITY

Grant Writer

| | |
|-------------------------|--------------------------------------|
| Date Classified: | August 25, 2022 |
| Business Unit: | Metlakatla First Nation (MFN) |
| Location: | Metlakatla, British Columbia |
| Reporting to: | Executive Director |

Metlakatla First Nation has an immediate opening for a permanent full-time Grant Writer in Metlakatla, British Columbia. As the successful candidate, you will be responsible for securing new funding opportunities through the development of proposals and grant applications that support the Metlakatla Group of Organizations ("Band"). The position will locate appropriate grants for ongoing, current and future projects and present this information to the appropriate departments and personnel. This includes, but is not limited to, researching, identifying, developing, recommending, monitoring, and responding to public and private grant opportunities.

Responsibilities:

- Conduct research to identify new government and private funding opportunities and program areas to match the Bands' priorities; analyze sources to determine possible funding for specific projects and programs.
- Work with multiple departments to identify funding gaps and needs that could be satisfied with grant funding.
- Gather information from appropriate departments to ensure conceptual understanding of a program for which funding is sought.
- Locate appropriate grants for ongoing, current or future projects while working collaboratively with multiple departments and key leaders.
- Research, recommend and write proposals and funding applications as directed.
- Write reports as required by government agencies, foundations, and other funding/granting agencies.
- Serve as liaison to all funding agencies or organizations; maintain contact with funding organizations during the review of the submitted proposal or grant application to provide additional support.
- Maintain timelines for proposals and report back to funding sources in an accurate and timely manner.
- Monitor the progress of funded proposals to ensure procedures are being followed.
- Travel to attend workshops, conferences, networking, etc.
- Follow ISC Requirements such as working with representatives, submit annual plans and budgets.
- Perform other tasks within the scope of the position.

Education and Experience:

- Bachelor's degree in business or other related fields; or any equivalent combination of education and experience that would provide the noted knowledge, skills and abilities.
- Two (2) years of grant writing experience, with emphasis on government and private grant writing preferred.
- Superior written and verbal communication skills. Ability to follow verbal and written directions of a technical nature and work independently under minimal guidance.
- Experience working with governmental and non-governmental funding agencies.
- Experience working with multi-disciplinary and inter-disciplinary teams.
- Strong organizational skills; attention to detail; strong work ethic and positive team attitude.
- Demonstrated ability to complete tasks and assigned duties within the allotted time frame.
- The successful candidate must be fully COVID vaccinated (at least 2 vaccines) and remain in full compliance with all Public Health Orders (PHOs) and agency policies throughout their employment.
- Ability to demonstrate a commitment to embodying a personal addiction-free lifestyle.
- Pursuant to Section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal Ancestry.

Submission Deadline:

- Open until filled.
- We invite all interested parties to reply in the strictest confidence to the Director of Human Resources: hr@metlakatla.ca