

## JOB OPENING

# GRANT WRITER



The Grant Writer will work with various departments within Xatsúll First Nation and research, prepare and submit grants and funding applications.

### Duties and Responsibilities

1. Perform research on grants funding opportunities
2. Create and maintain a database on grants and funding opportunities
3. Ongoing communication with various departments to identify and prioritize projects in need of funding
4. Working collaboratively with various departments to prepare, submit and manage grant proposals.
5. Prepare written updates on proposals submitted
6. Maintain current records in database and in paper files, including grant tracking and reporting
7. Prepare reports to funding organizations once projects are completed
8. Assist with other fundraising projects as requested

### Skills and Abilities

- Strong written communication skills
- Ability to write clear, structured, articulate and persuasive proposals
- Strong editing skills
- Excellent organization skills
- Attention to detail
- Able to work well in team environment
- Handle multiple assignments and meet deadlines
- Knowledge of basic fundraising techniques and strategies
- Responsibility and good work ethic
- Ability to self-regulate, meet deadlines, have attention to detail

### Experience

Experience with fundraising and proposal writing is a asset

### Conditions of Employment

Must be able to obtain and maintain a Criminal Records Check

### Term of Employment

This position is a contract position, and the successful applicant will be required to provide their own office space and equipment.

### Please submit your application to:

Steve Parker, Manager of Economic Development  
Xatsúll First Nation  
3405 Mountain House Road, Williams Lake, BC V2G 5L5  
(250) 989-2323 FAX: (250) 989-2300  
ecdev@xatsull.com

**Application Deadline:** Open until filled  
Applications will be accepted by email/hand delivery.

\*Grant Writer Position dependant on anticipatory funding.