

**Position:** Part-Time Proposal/Grant Writer

**Position Type:** Casual/Fixed-Term

**Location:** Ottawa

**Organization:** Charlotte Birchard Centres of Early Learning (CBCEL)

**Start Date:** September 1, 2018

The Charlotte Birchard Centres of Early Learning is an incorporated, non-profit charitable organization that offers early childhood education and care for children eighteen months to twelve years of age. The organization consists of two purpose built facilities: the Westboro Children's Centre, established in 1979 and the Greenboro Children's Centre, established in 1989. The two centres are licensed under the Ontario Ministry of Education. Visit our website for more information: [www.cbcel.ca](http://www.cbcel.ca)

CBCEL is looking for a talented grant/proposal writer who can compose a grant template, the capability to research, target and secure grant opportunities for our organization.

### **Job Summary**

Reporting to the Executive Director, the Grant Writer is the lead content creator for developing grant proposal submissions on behalf of CBCEL.

Self-motivated and committed to professional ethics and is able to demonstrate a record of accomplishment of successfully landing grant funding proposals because of their expertise by developing clear, compelling and creative proposals.

The Grant Writer will have knowledge of storytelling techniques, project management, and time management skills. Highly organized, collaborative, and proactive, with the ability to effectively use independent judgment, and can produce quality work within tight time constraints is necessary to have.

### **Key Deliverables / Accountabilities**

- Undertaking research for the purposes of gathering statistical, analytical, and anecdotal data, for analysis to strategically create competitive grant proposals for submission on behalf of CBCEL.
- Develop compelling and persuasive narratives using storytelling techniques to effectively obtain grant proposals.
- Completing or supporting other aspects of grant development, including soliciting, writing and collecting support letters, preparing figures/diagrams/reports, and grant budgets.
- Identify and catalogue grant opportunities for CBCEL by developing a database for documenting proposals and proposal requirements.
- Develop information documents, when necessary, to market CBCEL as part of grant package.
- Develop a template for standardizing grant submission applications.

- Follow up on unsuccessful proposals to develop recommendations for improving proposals and proposal development processes.
- Performing other related duties as assigned.

### **Qualifications**

- Knowledge of Project Management principles and processes.
- A minimum of 2 years of experience in relevant grant writing roles.
- University degree.
- Experience in researching and analyzing complex information and describing technical information in easy-to-understand language for general audiences.
- Self-directed, proactive, and able to work independently.
- Excellent organizational skills and attention to detail to ensure timeliness and accuracy of content.
- Ability to manage multiple projects and meet deadlines.
- A commitment to professional ethics and able to maintain confidentiality and use discretion with sensitive information.
- Strong interpersonal skills, including excellent oral communication and interviewing skills.
- High degree of proficiency using MS Office.

**How to Apply** Please send resumes and cover letters to Cathy Romano-Franzese, Executive Director  
Email: [westborochildrenscentre@cbcel.ca](mailto:westborochildrenscentre@cbcel.ca)