

Rainy River First Nations – Job Posting

PROPOSAL WRITER – JULY 2024



Full-Time, Permanent

The Proposal Writer is responsible for developing, writing, and submitting grant proposals and funding applications to secure financial support for various programs and initiatives within the Rainy River First Nations community. This role is crucial in identifying funding opportunities, crafting compelling narratives, and ensuring proposals align with the community's goals and needs. The incumbent will collaborate with different departments to gather information, assist internal proposal writing and provide strategic input on funding strategies.

PRIMARY ACCOUNTABILITIES

- Develop, write, and submit grant proposals, funding applications, and other related documents. Assist and guide Rainy River First Nations internal departments with proposal writing and submittal.
- Ensure all external proposals and applications are accurate, complete, and submitted on time.
- Provide strategic input on funding strategies to align with community needs and goals.
- Research and identify funding opportunities from government agencies, foundations, and other sources.
- Maintain a database of funding sources and track the status of submitted proposals.
- Collaborate with various departments to gather necessary information and data for proposals.
- Work closely with different teams to ensure all required information is included in proposals.
- Ensure compliance with all grant requirements and regulations.
- Develop and maintain relationships with key stakeholders to facilitate the proposal development process.
- Identify opportunities to enhance the efficiency and effectiveness of the proposal writing process.
- Other duties as requested.

POSITION REQUIREMENTS

- Degree in Communications, English, Business Administration, or a related field. A combination of education and experience may be considered.
- Proven experience in grant writing and proposal development.
- Strong research skills to identify and pursue funding opportunities.
- Demonstrated competency with computers and various software programs, including Microsoft Office and grant management systems.
- Exceptional writing and editing skills.
- Strong analytical and research abilities.
- Strong interpersonal skills and a deep respect for Rainy River First Nations' culture, traditions, practices, and lifestyles.
- Satisfactory Criminal Record Check and vulnerable sector screening.
- Valid driver's license and satisfactory driver's abstract with access to reliable transportation to and from work.
- Adherence to Rainy River First Nations' Drug Testing Policy.

PERKS & BENEFITS

As a valued team member, you will be eligible for:

- 2 weeks Paid vacation
- 2 weeks paid Christmas vacation
- 100% employer paid health and dental benefits
- Employer pension contribution matching
- Five (5) personal leave days per year

How to apply:

Please submit applications with cover letter and current resume to: hr@monitourapids.ca. Posting open until filled. We thank all candidates who apply in advance, however only those selected for interview will be contacted.

2022-2025

Rainy River First Nations Chief & Council

We extend our warm welcome and encourage all interested individuals to submit their application for employment opportunities in a safe and non-discriminatory environment. Our focus and inspiration originate with the Grandfather Teachings of Love, Respect, Truth, Honesty, Humility, Courage, and Wisdom.

To learn more about Rainy River First Nations and other employment opportunities we have available, scan the QR code or visit www.rainyriverfirstnations.com

