

POSITION DESCRIPTION

Position Title:	Grants Writer
Department:	562 – International
Reports To:	VP, Canadian Operations
Direct Reports:	None
Classification:	Full-Time/Exempt
Location:	Varies

The National Inventors Hall of Fame (Canada) seeks to recognize inventors and inventions, promote creativity and advance the spirit of innovation and entrepreneurship. We are looking for a Grants Writer to help us achieve these goals. If our mission speaks to your passions – we want to hear from you.

The Grants Writer is a key member of the National Inventors Hall of Fame (Canada) team, responsible for securing individual, foundation, and corporate support for the organization’s national children’s education enrichment programs. The Grants Writer will research, cultivate, secure, and steward new and existing donors to support continued growth of National Inventors Hall of Fame’s K-12 summer and afterschool programs including Camp Invention, Club Invention, and Invention Project.

Position Responsibilities:

- Develop and implement strategies for cultivation of individual, foundation, and corporate funding for National Inventors Hall of Fame (Canada) children’s enrichment programs across the country. This will include cultivating new donors as well as established donors
- In conjunction with the development and sales teams, work within the regions defined as priority and growth areas to increase children’s education fundraising, travelling as required to develop relationships and follow through on qualified prospects
- Conduct prospect research and submit LOIs, proposals, and final reports for fundraising in assigned regions
- Cultivate relationships with donors and ensure regular communication through phone, email, in-person meetings, and site visits
- Work with sales field staff to develop field-identified funding opportunities into donors
- Develop and execute a digital media fundraising campaign in conjunction with development and communication teams
- Maintain comprehensive, accurate, and up-to-date grant and donor files through the National Inventors Hall of Fame (Canada) donor management system
- Effectively communicate the programs of National Inventors Hall of Fame (Canada) to broad audiences
- Other duties as assigned

Knowledge , Skills and Abilities:

- Strong verbal, writing, and presentation skills
- Self-directed, performance-oriented individual who has demonstrated initiative and achievement of goals
- Proven proficiency with MS Office applications as well as Salesforce
- Proven proficiency with Cloud for Good or other donor-related databases
- Ability to work effectively under pressure and respond to changing priorities, while adhering to deadlines
- Proven prospect research capabilities
- Committed to professional ethics and maintaining confidentiality while also using discretion with sensitive information
- Bilingualism (French/English) is considered an asset

Credentials and Experience:

- Post-secondary education in management, education, business administration, marketing or related field; an equivalent combination of experience and education will be considered
- 3-5 years successful track record in non-profit development
- Demonstrated success in meeting fundraising goals
- Experience with digital fundraising, social media – e.g. website, Twitter, Facebook, mobile, etc. as part of a fundraising campaign – desired

Special Requirements:

Applicants who receive a conditional offer of employment must provide a vulnerable sector police records check, and proof of academic achievement.