



The Children's Foundation

Helping One Child at a Time

Want to work with a small, but mighty team who care about kids and want to make a difference in their lives? Do you have a passion (and experience) for writing, helping donors and communicating to a variety of stakeholders? Do you have experience writing grants, data processing programs and general administrative duties?

THE CHILDREN'S FOUNDATION IS HIRING!

Reporting to the Finance Manager, the Grant Writer / Administrative Assistant primary responsibilities are writing/soliciting grants, researching grant prospects, data entry, donation processing, receipting and acknowledgment, database maintenance, donor relations.

The Grant Writer / Administrative Assistant will be involved in supporting various development program initiatives, including donor stewardship.

In addition, the Grant Writer / Administrative Assistant will provide other team members with administration support.

Grant writing

- Write and submit effective proposals and grant applications that display exceptional attention to detail and captivating storytelling
- Build an advanced understanding of the organization's activities, operations and programs relative to fundraising needs and priorities
- Support the fundraising strategy and cases for support for grants based on existing organizational capacity and anticipated funding needs
- Assimilate information into something understandable for people who may not be familiar with the organization and its activities
- Research, identify and prioritize relevant grant opportunities from foundations, government, corporations and other funding sources, and engage with potential funders to ensure alignment
- Maintain an active grant application pipeline, including a proposal schedule, for each organization
- Manage proposal development from beginning to end, developing and implementing the proposal completion plan, coordinating with colleagues to get necessary information, ensuring that all parties are aware of their roles and responsibilities and that they meet the deadlines
- Support the tracking, developing and submitting of required progress reports as per the grant application requirements

Gifts Processing

-Processes all donations to The Children's Foundation, including cash, cheques, credit cards, wire transfers, stocks, gift cards, and in-kind gifts, following established processes and procedures.

363 Dundas Street West, Belleville, ON K8P 1B3

t 613.962.9292 tcf@highlandshorescas.com

www.thechildrensfoundation.ca



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- Select the appropriate acknowledgement letter and send donation acknowledgement letters to donors. Send welcome packages to new donors.
- Attribute donations to the appropriate campaigns, funds, or appeals.
- Issue tax receipts to donors in accordance with Canada Revenue Agency (CRA) rules and regulations.
- Retain supporting documentation and records for all donations and ensures compliance with CRA rules and regulations.
- Respond to donors' inquiries and requests related to donations and tax receipts.
- In collaboration with the Finance Manager, schedule and coordinate the issuing of yearend tax receipts for monthly donors.
- Produce queries and reports as needed

Qualifications and Competencies:

- Post-secondary education or equivalent in a relevant field such as Fundraising, Communications, English, Journalism, or Public Relations
- Minimum of 2 years relevant fundraising and grant/proposal writing experience, ideally in the not-for-profit sector, administration/data entry experience
- Superior written and oral communications skills—a persuasive communicator with excellent interpersonal and multidisciplinary skills
- Past knowledge/experience using a CRM program preferred, but we are willing to train a suitable candidate
- Ability to adapt writing to different audiences including governments, foundations and business

Pay Scale:

\$32,000-\$40,000, full time (35 hours). This position could be part time for the right candidate.

Location:

The Grant Writer/Administration Assistant will work from the TCF Belleville location, Monday to Friday 8am-4 pm. Summer hours will vary.

How to Apply:

- Provide a sample 1-page LOI proposal for The Children's Foundation based on a current program (create a Foundation to solicit or use an actual one), OR submit examples of past successful grant applications. Application without this requirement will not be reviewed.
- Submit cover letter, resume, and LOIs/past grants as one document to Jackie.foster@highlandshorescas.com Resumes will be accepted until a suitable candidate is selected. We encourage you to apply as soon as possible.

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