

Writer, Grants & Proposals

Are you interested in joining our team in this exciting and re-energized adventure providing people with access to God's Word? The Canadian Bible Society (CBS) is looking for a dedicated Writer who will work collaboratively with the Development, Marketing and Communications team creating compelling proposals, comprehensive grant reports and play a vital role in amplifying the impact of our work, sharing inspiring stories, and helping to secure funds to share God's Word across Canada and beyond.

Key Responsibilities:

Development of Proposals and Grant Applications: (35%)

- Research and identify funding and grant opportunities from various sources, including institutional and family foundations, corporations, churches, and individual donors.
- Collaborate with program managers, executives, and other team members to gather information and insights for grant applications and proposals.
- Develop clear, well-structured proposals and applications that effectively communicate the organization's goals, programs, and outcomes, and align with the requirements of funding organizations.
- Compile necessary documentation, budget information, and supporting materials for proposal and grant applications and ensure proposals are submitted in a timely manner.
- Collaborate with the team to create compelling presentations (proposals) about various projects.

Report Writing and Documentation: (35%)

- Gather information from various departments to create detailed and accurate reports on program activities, outcomes, and impact.
- Develop compelling narratives and gather relevant stories that demonstrate the effectiveness of projects.
- Maintain a repository of relevant data, reports, and documentation for future reference.
- Prepare and submit accurate and timely reports to grantors, demonstrating the organization's achievements and impact.
- Maintain a report schedule, track reporting needs for diverse funding sources, actively gather information from project teams beforehand, and inform the team of any foreseen delays or unforeseen situations.

Stakeholder Engagement, Impact Reporting, and Communication (30%)

- Collaborate with internal and external stakeholders to gather input, stories, and testimonials that strengthen proposal and report content.
- Craft engaging website content, blog posts, video descriptions, press releases, and other communication materials.
- Work with the Public Relations & Communications leader to create and implement campaigns that drive awareness, engagement, and support.
- Gather, analyze, and synthesize data and stories from various departments to support the creation of comprehensive impact (annual) reports.
- Ensure all content (proposals, reports, and communication materials) aligns with CBS' values, goals, and messaging.

Requirements:

- Bachelor's degree in English, Communications, Journalism, Nonprofit Management, or a related field.
- 3+ years proven experience in grant writing, proposal development, report writing, and developing communication material for nonprofit organizations.
- Exceptional writing, editing, and proofreading skills with a keen eye for detail.
- Strong research and analytical skills to effectively gather and synthesize information.
- Excellent project management and organizational skills, including the ability to manage multiple deadlines and priorities.
- Strong proficiency in the Microsoft Office Suite.
- Good understanding of industry trends, best practices and regulations related to proposal and report writing.
- Strong interpersonal and communication skills to work well with cross-functional teams and stakeholders.
- Ability to work remotely and live within commuting distance of the Toronto office for regular meetings.

To apply, please submit your CV with a cover letter and writing samples demonstrating your ability to develop proposals, reports, and communication materials to humanresources@biblesociety.ca by March 31st 2024.

Qualified candidates must be able to demonstrate a commitment to the core values and mission of CBS. All offers of employment will be conditional upon the successful completion of reference checks, credit check and Police background check.