Canadian Bible Society

Philanthropy Writer

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 seeking a dedicated Philanthropy Writer. Working collaboratively as part of the Development, Marketing and Communications team of the Canadian Bible Society, the Writer, will play a vital role in advancing and growing the Canadian Bible Society's relationships with philanthropic partners, amplifying the awareness of CBS' work and helping to secure funds to share God's Word across Canada and beyond.

They will be responsible for writing compelling proposals, cases for support, stewardship reports, impact reports, donor correspondence, campaign materials and a range of donor-centred philanthropic communications that deepen relationships with major donors and funding partners, while crafting compelling stories, website content, blogs and related communication materials.

Key Responsibilities

Development of Proposals and philanthropic communications:

- Write high quality, donor-centred proposals and content to support the engagement of major and transformational donors, campaign donors, and supporters throughout the fundraising cycle.
- Write personalized communications for major and principal gift prospects and donors throughout cultivation, solicitation, recognition and stewardship stages. This may include prospect outreach and tailored personal communications to individual major donors and on behalf of campaign supporters, volunteer ambassadors and CBS executives.
- Collaborate with Major Gifts officers, DMC staff members and program managers, executives, and other team members to gather necessary documentation, budget information, and supporting materials for proposal and grant applications and ensure proposals are submitted in a timely manner.
- Assist in the development of cases for support and a broad range of collateral to support CBS major gift campaigns.
- Assist in prospecting and identifying funding and grant opportunities from private foundations, family foundations, corporations, churches, and nonprofit organizations.

Report Writing and Documentation:

- Hold primary responsibility for developing stewardship reports for individual major donors, foundations, corporations and partners.
- Work with Major Gifts relationship managers, DMC staff, other CBS departments and UBS colleagues as needed to gather compelling content to create detailed and accurate reports on program activities, outcomes, and impacts.

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- Develop compelling narratives and gather relevant stories that demonstrate the effectiveness of projects and impact of philanthropic investments in CBS campaigns and major initiatives.
- Maintain a repository of relevant data, reports, and documentation for future reference.
- Prepare and submit accurate and timely reports to donors and funders, demonstrating the organization's achievements and impact.
- Maintain a schedule of reports due, 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.

<u>Stakeholder Engagement and Communication</u>

- Collaborate with internal and external stakeholders to gather input, stories, and testimonials.
- Craft engaging website content, blog posts, video descriptions, press releases, and other communication materials.
- Collaborate with the Director, Public Relations & Communications 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 aligns with CBS brand standards, voice, mission and strategic priorities.

Key Requirements:

- Bachelor's degree in English, Communications or a related field. Additional certificates and training in fundraising and nonprofit management are an asset.
- 3-5+ years of professional writing experience, including demonstrated experience producing proposals to individual major donors, foundations and philanthropic partners, and writing impact reports and a range of donor communications.
- Strong working knowledge of fundraising best practices for donor outreach, prospect research, cultivation, stewardship and donor engagement.
- Exceptional writing, storytelling, editing, and proofreading skills with a keen eye for detail.
- Strong research and analytical skills and ability to gather and synthesize information from multiple stakeholders and translate complex information into compelling donor-focused content.
- Demonstrated strength and experience in crafting compelling stories that create and deepen engagement and inspire support across a broad range of audiences.
- Excellent project management and organizational skills, including the ability to manage multiple deadlines and priorities.
- Good understanding of industry trends, best practices and regulations related to proposal and report writing.

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- Strong interpersonal and communication skills to work with cross-functional teams and stakeholders.
- Ability to work remotely and live within commuting distance of the Toronto office for meetings.

To apply, please submit your CV with a detailed covering letter to **humanresources@biblesociety.ca** by November 12th 2026.

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