



miskanawah
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Grant Writer

Location: 2335 – 30th Avenue NE
Position Type: Full-time, 18-month contract (March 1, 2025 – August 31, 2026)
Hours: 37.5 hours/week
Program: Administration

Position Summary:

Miskanawah (meaning "many little paths" in Cree) is an Indigenous-led organization offering supportive services grounded in cultural traditions and teachings. We believe that children, youth, and families thrive in culturally responsive communities.

Miskanawah is seeking an experienced and highly motivated Fund Development Specialist to join our team. The Fund Development Specialist is responsible for actively supporting the fund development activities of Miskanawah. This position works closely with the CEO, Director of Finance, and Program Managers to identify funding opportunities, prepare compelling grant proposals, and ensure compliance with submission requirements. This role is essential in securing resources to support Miskanawah's cultural programs and initiatives.

Responsibilities:

Grant Writing

- Develop, gather and assess program and organizational funding needs with support of CEO, Finance Director and Program Managers
- Research grant and funding opportunities for the organization from government agencies, foundations, and diversified funding sources
- Conduct research necessary for completing grant applications and program development (including population statistics, academic literature, grey literature, environmental scanning etc.)
- Prepare high quality grant proposals in collaboration with the Executive Team that align with organizational priorities, strategic plan and Indigenous evaluation strategy
- Monitor and evaluate the success of submitted proposals and provide feedback for continuous improvement
- Maintain a detailed calendar of deadlines for grant applications and reporting



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Fund Development and Reporting

- Support strategy, innovation and program development for new programs, services and supports, including Land and Housing development strategies, based on current funding opportunities
- Lead sponsorship engagement for agency-wide events, including Miskanawah's Annual Round Dance and Truth and Reconciliation initiatives
- Donor retention and acknowledgement: Support in building relationships with funders, donors and stakeholders, including community partnerships
- Support strategy for soliciting donations from current and potential donors through social media and website platforms
- Complete additional funder/donor reports, as necessary (i.e. private foundation reports)
- Support in the development of the agency Annual Report to the Community, in collaboration with the CEO, Leadership and communications staff
- Research and develop funding to establish permanence for the Grant Writer position
- Engage in ongoing educational, training and professional development opportunities
- Performs other related duties as assigned

Skills and experiences:

- Proven experience in grant writing, with a successful track record of securing funding
- Exceptional writing, editing, and research skills
- Strong organizational skills and the ability to manage multiple projects and deadlines
- Familiarity with non-profit funding landscapes, including government and private foundations
- Proficiency in using grant databases and online research tools
- Experience with budgets and financial narratives in grant proposals an asset
- Experience in donor relations and fund development an asset

Requirements:

- Bachelor's degree in English, Communications, Nonprofit Management, or a related field (or equivalent experience)
- Ability to work both independently and collaboratively
- Advanced Microsoft Office skills
- Knowledge of and willingness to engage in Indigenous cultural traditions
- Criminal Record and Vulnerable Sector Check
- Child Intervention Check



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Work Conditions

- Interaction with employees, management, and the public at large
- Attendance and participation in training
- Occasional overtime
- Working in a busy environment with frequent interruptions

Within first 6 months of hire:

- Quality Improvement and Outcomes Training
- Indigenous Awareness Training
- Diversity Training

We offer the opportunity to be part of a creative and positive work environment, a competitive salary, supports for professional development, opportunity for advancement, and the chance to be part of a team that supports children, youth and families to thrive within a culturally responsive community.

Please submit a cover letter and resume to careers@miskanawah.ca and reference "Grant Writer" in the subject line. We thank all applicants, however, only those selected for interview will be contacted.