



DISTRICT OF STEWART

REQUEST FOR PROPOSALS

Grant Writer

Issue Date: FEBRUARY 21, 2018

THE DISTRICT OF STEWART seeks a Grant Writer on a contract basis for a minimum of 400 hours to begin on April 1, 2018.

Summary: The Grant Writer will be responsible for researching, preparing, executing, submitting, and tracking grant applications seeking funding for the District of Stewart.

Evaluation Criteria:

- Proven grant writing abilities
- Proven experience in researching, preparing applications, and tracking results
- Ability to meet deadlines
- Ability to establish and maintain strong working relationships with District staff and administration
- Good understanding of municipal infrastructure is essential

Submission requirements:

- Proposals should include a brief description of the consultant's capabilities and evidence of past grant writing experience (ie a sample of a grant application prepared by the consultant), tracking, and reporting results.
- Proponents should describe their experience with and knowledge of the District of Stewart, municipal infrastructure, and funding organizations.
- Proposals must include a rate per hour for consulting as well as a budget that identifies expenses associated with the proposal, including, but not limited to, consulting, reporting and travel.

RFP Closing Time: 4:30 pm local time

RFP Closing Date: Friday March 16, 2018

Delivered to: District of Stewart
705 Brightwell Street
Stewart, BC V0T 1W0
Fax: 250-636-2417
Attention: Jennifer Larson, CFO
finance@districtofstewart.com

Enquiries: Jennifer Larson, CFO
250-636-2251 ext 107
finance@districtofstewart.com

Summary: Researches, prepares, executes, submits, tracks, and reports all grant proposals seeking funding for various departments within the District of Stewart.

Primary Duties: Under the direction of the Chief Financial Officer, the Grant Writer will be responsible for the following duties:

- Research and identify grant opportunities;
- Conduct pre-grant application meetings with appropriate team members to determine cost/benefits, timelines, responsibilities, criteria and application process;
- Lead in grant writing process and submission;
- Develop and maintain grant activity reporting system and related confidential files;
- Convenes post grant acceptance meetings with appropriate staff to finalize implementation and reporting schedules and responsibilities;
- Coordinate grant reporting schedules, reporting responsibilities and prepare necessary reports to comply with grant requirements;
- Establish and maintain strong relationships with team members and grant funders, and;

Knowledge and Skills: Proficiency with Microsoft tools, excellent written & oral communication skills. Must possess exceptional research, writing, proof reading, planning, organizing, conceptual and strategic thinking skills. Must be able to communicate in a compelling and succinct manner. Ability to work independently as well as with a team. Must be able to manage multiple projects, meet deadlines and be flexible to changing priorities.

Qualifications:

- Proven experience with grant writing;
- Experience working in deadline-driven environments;
- Able to work well in a team environment, handle multiple assignments and meet deadlines, and;
- Able to monitor and meet income goals.

Type: Contract

Start Date: As soon as position is filled

End Date: 400 hours

**Please submit proposal to Attention:
Jennifer Larson, CFO, by email: finance@districtofstewart.com
by mail to: P.O. Box 460, Stewart BC V0T 1W0 or
in person at 705 Brightwell Street by March 16, 2018**

The District of Stewart thanks you for your interest, however only those applicants selected for an interview will be contacted.