



Job Title: Grant Writer and Storytelling Coordinator
Facility: Canadian Mental Health Association
Reports To: Manager of Fund Development and Communication
Bargaining Unit: BCGEU
Wage: Grid 30, \$29.27/hour
Status: Part-Time (20-30 Hours/Week), Permanent

Posting Start Date: May 23, 2023

Posting End Date: May 30, 2023

ORGANIZATION OVERVIEW

The Canadian Mental Health Association (CMHA) Vernon & District Branch, which is part of a provincial and national organization, is a non-profit organization focused on promoting mental wellness in the community of Vernon and surrounding areas in the North Okanagan. We believe in empowering individuals, groups, and communities in self-determination to enhance their mental health. CMHA facilitates access to the resources people require to improve mental health and community integration, build resilience, and support recovery from mental illness through building capacity, influencing public policy, providing services and support, and developing resources. We are committed to providing an environment free from prejudice, discrimination, and harassment. We strive to reflect the entire community in our volunteers and staff and promote equal access to our services.

JOB SUMMARY

The Grant Writer and Storytelling Coordinator is a key member of Fund Development and Communication team, playing a significant role in supporting CMHA Vernon fundraising and sharing CMHA Vernon's story. The coordinator will be working closely with the Manager of Fund Development and Communications. This is a part-time permanent position.

DUTIES AND RESPONSIBILITIES

- Demonstrated commitment to fostering an equitable, diverse, and inclusive team environment
- Attend training sessions that promote equity, diversity, and inclusion
- Study and understand the history, structure, objectives, programs, and financial needs of the organization
- Research government, foundation, corporate grants, and other or grant opportunities
- Coordinate grant life cycle and submissions
- Maintain reports on a calendar of submissions and other deadlines
- Implements and oversees the day-to-day operation of a program by taking required action to meet pre-established goals and objectives
- Provides input regarding procedures, goals, and evaluation of the department
- Write compelling narratives for grant proposals and reports as needed
- Revise and following up on grant applications as needed
- Maintain funding opportunity database and tracking system
- Prepare proposals by determining concept, gathering, and formatting information, writing drafts, and obtaining approvals



- Contribute to team discussions around how to collect, enter, prepare, and visualize data
- Responsible for creation of donor and community correspondence, reports, and collateral, including letters, cases for support, presentations, press releases, website content and other materials
- Responsible for development of the CMHA Vernon's Annual Report
- Work closely with the Manager of Fund Development and Communications to understand the needs of individual programs and evaluation results
- Performs other related duties as assigned

QUALIFICATIONS:

Education, Training & Experience

- Post-secondary education in Communications, Marketing, Public Relations, or an area directly applicable to social services and/or fund development
- 1-3 years, experience in grant writing for non-profit organizations, preferably in the charitable sector an asset
- Minimum five years' experience in a similar role
- Previous work experience in the non-profit sector
- Experience in grants and contracts

Skills & Abilities

- Demonstrated excellence in organizational and communication skills.
- Familiarity with CanadaHelps
- Strong skills with Microsoft Office 365 (Word, Excel, PowerPoint, Teams, Tasks by Planner) required
- Highly creative and results-oriented
- Understanding and knowledge of CRA Charity guidelines and the BC Privacy Legislation
- Ability to work independently, collaboratively, creatively and with initiative
- Strong organizational skills, and ability to balance multiple competing priorities and deadlines
- Demonstrates ability to prioritize a variety of tasks and competing priorities
- Professionalism and tact in handling highly sensitive and confidential information ethically and with discretion
- Strong communication skills. (verbal and written)
- Able to build strong relationships effectively, support team members and collaborate on solutions

CMHA Vernon is committed to building an inclusive workplace and community and seeks candidates who share our commitment to equity, diversity, and inclusion.

Please send your resume to careers@cmhavernon.ca