#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Grant Writer

**Job Number:** X-440 | VIP: 1891

**Band:** EXEMPT- 6

**Department:** Office of the President

**Supervisor Title:** Executive Director

**Last Reviewed:**  February 16, 2023

#### **Job Purpose**

Reporting to the Executive Director (ED) the Grant Writer provides grant writing support to the university. The Grant Writer proactively seeks external grants which align with the University’s overarching goals and areas of key interest. In the course of their duties, the Grant Writer collaborates with various departments to support the research and submission of customized grant proposals. The scope of responsibilities is diverse and substantial.

The Grant Writer will seek grant opportunities of all sizes that are aligned with the institution’s strategic interests. Finding suitable grants will be an integral part of the role to establish what funding is available to support various projects/initiatives.

The Grant Writer will advise and support respective stakeholders on having grant-ready projects where required to ensure grant applications are submitted with detailed information about how the awarded funds will be used to implement proposed projects/initiatives. This may include assisting in moving projects from concept to grant ready.

The ideal candidate has broad experience in successfully assisting organizations secure government grant funding. A key responsibility will be to coordinate proposals independently between different departments within the institution to prepare comprehensive, professional, and compliant grant proposals.

#### Responsibilities

* Research and identify suitable government grant opportunities.
* Creates and maintains connections with key government contacts.
* Qualifyinternal stakeholders for government funding to maximize alignment.
* Work collaboratively with members of the Trent University community to develop, submit, and manage multi-partnered applications for grants which align with institutional initiatives and areas of key interest.
* Coordinate inter-departmental resources and establish priorities and target dates for information gathering, writing, review, approval, and transmittal to ensure proposal deadlines are met.
* Maintain statistical records of past and present grant activities and draft and present reports as required.
* Continually conduct environmental scans to source new grant opportunities.
* Facilitate the gathering of information necessary to support grant applications.
* Meet with respective departmental stakeholders regarding grant applications.
* Provide expert advice and guidance to university staff in the identification of grant opportunities and providing up-to-date information on funding opportunities, program objectives, policies/guidelines, evaluation criteria, deadlines, application procedures, and the respective requirements to be fulfilled; Develop grant proposals tailored to the institution’s goals.
* Coordinate financial details and logistics of successful proposals with relevant Finance department staff.
* Support with compliance and reporting requirements post grant approval.
* Liaise with the Office of the President to follow up on submitted applications and map out government champions who can offer support to various applications – this may include drafting briefing notes to government officials to facilitate the writing of Letters of Support.

#### Education Required

* Honours University Degree (4 year).
* Master’s Degree added advantage.

#### Experience/Qualifications Required

* Minimum of two years working experience preferably in a post-secondary educational institution with an understanding of university operations.
* Demonstrated experience in seeking out and securing funding.
* Excellent knowledge of Canadian government grants and the funding landscape.
* Previous experience/knowledge in prospect identification (prospect research) and/or the use of prospect research databases is considered an asset.
* Understanding and knowledge of institutions goals and strategic directives
* Extensive grant writing experience in a non-profit setting.
* Organized, detail orientated and have the ability to multitask amidst competing priorities in a fast-paced environment, multi-faceted university.
* Ability to work independently and as part of a team.
* Excellent interpersonal, written and verbal communication skills to effectively build and develop positive working relationships with internal and external stakeholders.
* Ability to work effectively in collaboration with diverse groups of people.
* Excellent knowledge of Microsoft Office software (including Word, Excel, and PowerPoint).
* Strong knowledge of government relations, government structure and funding.
* Strong time management, organization, and project management skills.
* Ability to interact with senior officials and manage highly confidential and sensitive information securely.