



Grant Writer – Contract Position

Victoria Brain Injury Society (VBIS)

The Victoria Brain Injury Society (VBIS) is a registered charity serving the Greater Victoria area since 1983. We provide personalized and group support, advocacy, education, and housing assistance to brain injury survivors and their families. All VBIS programs are free of charge and designed to increase empowerment and self-reliance among this vulnerable population. We also work to raise community awareness of the many causes and effects of acquired brain injury (ABI), and regularly collaborate with professionals and community partners to improve supports for survivors.

Overview

VBIS is seeking a part-time Grant Writer to join our team on a contract basis through to August 2025. This role is ideal for someone looking to gain professional experience in non-profit fundraising and communications. Reporting to the Executive Director, the Grant Writer will support revenue generation through compelling proposals, reports, and funding materials that reflect the mission and impact of VBIS.

Key Responsibilities

- Research potential funding sources and opportunities.
- Draft and submit letters of intent, grant proposals, reports, and supporting documents.
- Ensure all submissions are well-researched, clearly written, and include accurate budgets.
- Track deadlines and reporting requirements in a Grant Calendar to ensure timely submissions.
- Maintain an organized record of all grants submitted, awarded, or declined.
- Collaborate with the Executive Director to identify and pursue new funding strategies.
- Learn about the programs, financial needs, and impact of VBIS to inform grant content.

Qualifications

- Strong writing and editing skills, with the ability to craft clear and persuasive narratives.
- Strong research and organizational skills.
- Ability to manage multiple projects and deadlines independently.
- Experience writing grants, proposals, or similar content (an asset, but not required).
- Proficiency with Microsoft Office Suite and comfort working in a digital environment.
- Detail-oriented, self-motivated, and open to feedback.
- A degree (or progress toward one) in communications, writing, business, or a related field is an asset.

**Hours and Compensation**

This is a 20-hour-per-week contract position at \$27 per hour. The schedule is flexible and can accommodate students, recent graduates, or individuals seeking part-time work in a values-driven environment. Please note that this position does not include benefits.

To Apply

Please send your resume and cover letter with "Grant Writer" in the subject line to:
Pam Prewett, Executive Director
pamp@vbis.ca

Application deadline: Open until filled.
Applications will be reviewed on a rolling basis.

VBIS is proud to be an inclusive employer.
We welcome applicants from all backgrounds and lived experiences, including brain injury survivors. If you require accommodations for the interview or in the workplace, please let us know.

Revised: April 2025