



Grant Writer – Summer Student

The Victoria Brain Injury Society (VBIS) is a registered charity that has operated in the Greater Victoria area since 1983. We provide individual and group support for people with Acquired Brain Injury (ABI), as well as for their family members who live in Victoria, and lower Vancouver Island and the Gulf Islands. We are a leading community resource for education and awareness about the various causes and effects of ABI, i.e., through car accidents, falls, concussions in sports, assaults, substance abuse, brain tumors, aneurysms, and strokes, and we provide informative presentations on ABI upon request. We also collaborate with professionals within our community, and other agencies to develop the best possible support options for people with ABI.

OVERVIEW

As the Grant Writer, you'll create a portfolio of funding proposals, letters of interest (LOIs), reports and other funding materials. Your goal will be to increase revenue through your successful proposal writing. Your success will expand VBIS' mission – providing service, education, and support to brain injury survivors and their families.

We're looking for someone who believes in the mission of VBIS and has exceptional drive for furthering our communications and fundraising efforts as well as strategizing and delivering on new ones.

DUTIES AND RESPONSIBILITIES

- Study and understand the history, structure, objectives, programs and financial needs of the organization
- Gather the necessary information to ensure proposals and reports are comprehensive and compelling
- Create and maintain comprehensive project documentation, plans and reports
- Research funding sources, prepare and submit letters of intent and full grant proposals and budgets to secure new donors and renew existing donors
- Develop proposals, write grants, gather supporting documentation, and submit them to granting in a timely manner
- Ensure quality, accuracy, and completeness of all submitted grant proposals well researched, well-written, well-documented, with a well-developed budget
- Maintain Grant Calendar to ensure all grant reporting requirements are fulfilled in a comprehensive and timely manner
- Meet established benchmarks for submission and successful applications
- Participate in developing strategies for the cultivation, solicitation and stewardship of government, corporate and foundation gifts
- Develop and maintain a master file of pending, existing, and past grants and contracts

You are ideal if you have:

- A university degree in communications, creative writing, marketing, business or related field, or equivalent combination of education and experience.

- Ability to juggle multiple projects and priorities simultaneously in a fast-paced environment
- Excellent research and communication skills as well as the ability to clearly communicate in both written and verbal communication
- 2-3 years' experience in grant or proposal writing or editing
- Excellent writing and editing skills with the ability to build concise and compelling narratives in plain language writing
- Experience with Microsoft Suite formatting and template creation
- Exceptional attention to detail
- Experience working in a deadline driven environment
- Skills in internet prospecting and research
- Ability to work in a team

This is a 30 hour per week position. The wage is \$23 per hour and benefits are not included.

Interested candidates should e-mail their resume and cover letter, with "Grant Writer" in the subject line to:

Pam Prewett, Executive Director
Victoria Brain Injury Society
pamp@vbis.ca

Application Deadline: Ongoing until a candidate is found.

Victoria Brain Injury Society is dedicated to providing support, education and advocacy to people with brain injuries and their families. We pride ourselves on having a relaxed, positive office environment where people feel free to be themselves. We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their racial identity, disability, religion/belief, sexual orientation, gender identity. We encourage people with lived experience of brain injury to apply for positions. Should you require accommodations in order to attend the interview or work in our office environment please let us know.

Revised: March, 2023