



Grant Writer – Contract Position (Student Preferred)

The Victoria Brain Injury Society (VBIS) is a registered charity that has operated in the Greater Victoria area since 1983. Our mission is to offer personalized and group support, advocacy, education, and housing assistance to brain injury survivors and their families, while promoting community awareness of brain injury. All VBIS programs are offered completely free of charge and are designed to improve the quality of life for all individuals affected by brain injury. We prioritize inclusivity and tolerance for all survivors, with the goal of increasing empowerment and self-reliance amongst this vulnerable population.

We are a leading community resource for education and awareness about the various causes and effects of Acquired Brain Injury (ABI) – such as those resulting from 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 and other community organizations to develop the best possible support options for people with ABI.

OVERVIEW

This is a contract position available immediately, with an expected end date of May 2025. 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 successful proposal writing, thereby expanding VBIS' mission to provide 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 opportunities.

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 bodies in a timely manner.
- Ensure quality, accuracy, and completeness of all submitted grant proposals—well-researched, well-written, and well-documented, with a well-developed budget.
- Maintain a Grant Calendar to ensure all grant reporting requirements are fulfilled comprehensively and on time.



- Meet established benchmarks for submissions 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 a related field, or an equivalent combination of education and experience.
- The ability to juggle multiple projects and priorities simultaneously in a fast-paced environment.
- Excellent research and communication skills, with the ability to clearly communicate in both written and verbal formats.
- 2-3 years' experience in grant or proposal writing or editing (preferred but not required).
- 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.
- The ability to work collaboratively in a team.

Work Schedule and Compensation

This is a flexible, 20-hour-per-week contract position with a wage of \$26 per hour. Benefits are not included. The schedule can accommodate students or recent graduates, making this role an excellent opportunity to gain professional experience in grant writing while furthering an impactful mission.

Application Process

Interested candidates should email 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: Open until filled. Rolling applications will be considered until the position is filled.



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-opportunity employer and welcome applications from all suitably qualified persons regardless of their racial identity, disability, religion/belief, sexual orientation, or gender identity. We encourage people with lived experience of brain injury to apply for positions. Should you require accommodations to attend the interview or work in our office environment, please let us know.

Revised: January 2025