



Join us as we
Unearth Passion and Potential
in students!

Grant Writer (Occasional)

Job Number: UNEARTH-02-20

Positions available: 1

Are you interested in working for a small growing company where you can make a difference within the organization and in the lives of students across Eastern Ontario?

We are looking for someone passionate about building skills in youth to take on the role of an occasional part-time Grant Writer in our team! We are hiring an experienced, innovative, persuasive and creative individual with a demonstrated record of grant writing success.

As a Grant Writer you will write coherent, organized and compelling proposals (Letters of Interest) and grant applications including developing budgets. You will collaborate with the team to develop program alignments, gather documentation and conduct research taking the lead on proposal/grant development.

The role is as a part-time occasional work-from-home position for someone comfortable as an independent contractor.

What you will be doing

- Research and identify grant opportunities;
- Track and create a calendar of grant opportunities – including deadline dates, required materials, etc;
- Maintain proficient knowledge of the organization's activities, programs, goals and financial needs;
- Perform in-depth research;
- Write and submit grant proposals, including budget;
- Identify all requirements of grant to ensure all necessary attachments are submitted;
- Maintain chart of grant applications: including grants applied to, status of application, grant deadline.

What you need for this role

- Minimum 1-year grant writing experience;
- Excellent interpersonal skills and the proven ability to communicate articulately, both verbally and in writing;
- Proficient with measuring and reaching income goals;
- Top-notch research skills;
- Experience with program evaluation and establishing measurable outcomes;
- Excellent organizational skills and ability to meet deadlines.
- Strong computer skills (Microsoft Office, Google Drive, data management);
- Experience working with the education sector considered an asset;
- Bilingual (English and French) considered an asset;

Compensation is between \$200-500 per grant application.

In addition to a cover letter and resume, please submit a 2-minute video introducing yourself and why you would like to join the Uneath Education Éveillée team.

Please quote the job number **UNEARTH-02-20** in your application.

Applications can be submitted to

Jennifer Regnier

Owner | Founder

jen@uneartheducation.com



uneartheducation.com