

## Job Posting – **Senior Grants Officer**

<b>Organization</b>	Egale Canada
<b>Application Process</b>	Resume and cover letter to <a href="mailto:Jobs@egale.ca">Jobs@egale.ca</a>
<b>Type</b>	Full Time / Permanent
<b>Location</b>	120 Carlton St, Toronto / Open to Remote

### Who We Are

Egale is Canada's leading organization for 2SLGBTQI people and issues. We improve and save lives through research, education, awareness, and by advocating for human rights and equality in Canada and around the world. Our work helps create societies and systems that reflect the universal truth that all persons are equal and none is other.

Egale's vision is a Canada, and ultimately a world, without homophobia, biphobia, transphobia, and all other forms of oppression, so that every person can achieve their full potential, free from hatred and bias.

### The Opportunity

Egale is seeking a skilled **Senior Grants Officer** who is passionate about 2SLGBTQI rights to join our team and continue to build effective donor communications and stewardship strategies and inspire existing and new supporters to support our mission in shifting the culture of inclusion for all 2SLGBTQI people in Canada and around the world. Reporting to the Director of Development, the Senior Grants Officer is responsible for playing a major role across all areas of fundraising, with a particular focus on government grants and foundations.

### Core Duties & Responsibilities

#### Fund Development (75%)

- Play a major role, with the Director of Development, in the prospecting, solicitation, negotiations/discussions, agreement execution, and stewardship of donors/sponsors



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- Collaborate across various teams in order to develop customized proposals and grant applications for prospective partners and funders with a focus on government grants and foundations

### **Stewardship (15%)**

- Oversee the reporting process, in collaboration with the Project Management team, for all funders and ensure obligations and reporting requirements are met

### **Administration (5%)**

- Prepare monthly status reports for board of directors
- Track all moves management in donor database
- Contribute donor-related content, updates, and donor spotlights to e-newsletters
- Prepare and execute partnership agreements
- Ensure timely donor acknowledgement and tax receipting

### **Other Duties as Assigned (5%)**

- Assist the development team in meeting deadlines for projects that may fall outside primary job responsibilities
- Attend networking events to develop relationships with community-based organizations, government bodies and foundations that support Egale's priority areas
- Represent Egale at events and on relevant committees

## **Qualifications**

### **Education**

- Bachelor's degree in a related field, or combination of education and experience may be considered

### **Experience**

- 5 years of development experience in fundraising/grant writing, donor relations, and communications role with demonstrated success in securing

funds, partnerships, relationship management, reporting, and stewardship is required

- Experience working in a not-for-profit, 2SLGBTQI community and/or social justice environment in a development role is preferred
- Lived experience as a member of the 2SLGBTQI community is an asset
- Demonstrated experience with public speaking and delivering presentations

## **Knowledge/Abilities/Skills**

- Familiarity with 2SLGBTQI communities and 2SLGBTQI human rights more generally
- Understanding of intersectionality and commitment to working within an anti-oppression and anti-racism framework
- Strategic, creative, and advanced writing and editing skills
- Excellent interpersonal, analytical and organizational skills
- Experience building project budgets would be an asset
- A collaborative team player with strong relationship building and conflict resolution skills
- Creative problem-solving skills and sound judgment
- Excellent oral, analytical and technical skills
- Experience with a variety of software including prospecting tools, donor management software and Microsoft Office
- Ability to determine priorities, be self-directed and work with minimal supervision
- Ability to adapt quickly based on multiple channels of feedback
- Must be flexible and able to manage multiple priorities
- Demonstrated experience in effectively managing a project from its initiation to delivery
- Fluent in French (written and spoken) is an asset

## **How to Apply**

If you have a good understanding of 2SLGBTQI communities and priorities, and want to help direct change, please forward your resume or CV with a cover letter to: [jobs@egale.ca](mailto:jobs@egale.ca)

Salary range: \$70,000 - \$80,000 with a competitive benefits package



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**Deadline to apply:** Thursday December 9, 2021 @ 1700EST

### **Egale's Statement on Employment Equity and Diversity**

Egale Canada is committed to ensuring that members of traditionally marginalized groups, from a broad range of communities, feel empowered to apply for positions within the organization. We encourage qualified applicants to consider work and volunteer opportunities with Egale as we recognize that a diverse work force and volunteer base are critical to accomplishing our mission. The organization is dedicated to taking proactive steps to overcome historical patterns of discrimination in our society which have created barriers of race, colour, religion, sex, national origin, age, disability, language, class, sexual orientation, and gender identity or expression for some individuals and have resulted in the denial of their full participation in society.

Egale welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.