

Job Posting – Senior Grants Officer

Department	Development
Reports to	Director, Development
Posting type / term	Full Time / Contract (one-year parental leave) / Unionized
Location	Hybrid in Toronto or Remote in Canada
Salary range	\$73,759-\$79,222
Application deadline	July 10, 2024 at 4pm ET
Apply to	jobs@egale.ca (must include cover letter)

About Egale Canada

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.

Position Description

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.

Primary 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/funders/sponsors
- 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 & Other (10%)

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

We recognize the value of a variety of educational experiences including, but not limited to, academic, work and lived experience. All applications, regardless of educational backgrounds will be considered fairly and equitably. However, our experience suggests that the following types of **education** and **experience** lend themselves to this work:

Education & Experience

- Bachelor's degree in a related field, or combination of education and experience may be considered.
- 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.
- Demonstrated experience in effectively managing a project from its initiation to delivery.
- Experience with a variety of software including prospecting tools, donor management software and Microsoft Office.
- Experience building project budgets would be an asset.
- Strategic, creative, and advanced writing and editing skills.
- A collaborative team player with strong relationship building and conflict resolution skills.
- Ability to determine priorities, be self-directed and work with minimal supervision.
- Ability to adapt quickly based on multiple channels of feedback.
- Fluent in French (written and spoken) is an asset.

Working Conditions:

In Office:

- Accessible building located along transit routes.
- Accessible and gender-neutral washrooms (ground floor).
- Scent free environment, low noise, fluorescent lighting, options for quiet work/meeting spaces.
- Access to free menstrual products for all employees.

Additional Benefits:

- Comprehensive benefits package (after 4 months' probation period).
- Paid personal days.
- Paid vacation.
- Remote work option.
- Flexible start times.
- Access to gender-affirming funds for gender-affirming care.
- Potential for further advancement within the organization.
- A diverse and inclusive work environment.
- Professional development opportunities.

For those working in-office, you have full and free access to the building amenities. Includes: indoor pool, hot tub, sauna, gym, yoga room and squash/racquetball court.



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How to Apply

Please submit your resume/CV and cover letter with the title of the role you are applying for in the subject line to jobs@egale.ca prior to the application deadline. Applications submitted without a cover letter will not be considered.

Statement on Employment Equity and Diversity

Egale is committed to inclusion, diversity, equity, and accessibility (IDEA) in employment and therefore strongly encourages people of diverse, intersecting, and equity-denied identities to apply. This is including, but not limited to: women, Indigenous, 2SLGBTQI, people of colour, older persons, persons living with HIV, sex workers, people with disabilities and other historically marginalized groups. We recognize that equity-denied employment seekers often rule themselves out of applying if they do not meet all educational or skill requirements or have gaps in employment/education. At Egale, we take lived experience and alternative work/volunteer experience into consideration and encourage using your cover letter as an opportunity to explain how your experiences translate to this role.

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. If you have questions or requests for accommodations, please email hr@egale.ca

We thank all applicants for their interest, however only those selected for an interview will be contacted.

We acknowledge our office is located on the traditional territory of many nations, including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples. Our staff lives and works on stolen land across Turtle Island. As an organization committed to 2SLGBTQI inclusion, our work is bound with Indigenous solidarity, and we are on a constant journey to uphold this commitment.