

Making Moments Matter

Carpenter Hospice is a home in the heart of Burlington that offers both residential-based care and community-based programs to people in the last stages of their lives. It lets residents spend their final days together with loved ones in an environment that is peaceful, comfortable and meaningful. It is staffed by a dedicated team of professionals and volunteers who provide compassionate, palliative care to meet residents' every need and ensure that each moment counts.

Grant Assistant

15 Hours Per Week, 24-month Contract

Summary

Reporting to the Capital Campaign Manager, the Grant Assistant will source, create, and manage funding proposals in a clear and compelling manner.

You are a strategic thinker with experience crafting compelling grant and proposal communications. Working in a collaborative, fast-paced environment you will research and prepare grants and proposals for select donors that will be integral to securing financial support in order to advance the work of Carpenter Hospice.

Professionalism

In the role of Grant Assistant, you are expected to demonstrate professionalism through excellence in knowledge, judgement and behaviour. In the course of your duties, you will consistently demonstrate our core values of respect, honesty and equity. You will honour confidentiality and the autonomy of the residents and staff.

Excellent writing, analytical, and research skills are essential. The suitable candidate must be self-motivated, detail oriented, and highly-organized.

Duties

Include but not limited to...

- Developing and writing grant proposals to foundations and other grant-making organizations, persuasively communicating the organization's mission and programs to potential funders
- Assembling and submitting grant requests, including letters, proposals, budgets, and presentations
- Establishing and maintaining personal contact and relationships with foundation contacts and program officers

- Ensuring prompt acknowledgement of foundation gifts
- Maintaining grant calendar to ensure timely submission of letters of inquiry, proposal deadlines, and reports
- Conducting prospect research
- Prioritizing projects to keep multiple projects moving in a timely manner, meet deadlines and manage supplemental material required for proposals
- Providing writing support for major donor and individual contribution letters and acknowledgements
- Other duties as assigned to support other Fund Development activities of Carpenter Hospice

Position Requirements

- Experience using grant search databases and other sources to locate biographical, financial, and philanthropic information is required
- A high level of computer literacy required, including familiarity with Raisers Edge and fund development databases
- Candidates must possess an ability to work well under pressure and the ability to seek and synthesize information and communicate in a compelling form
- A solid understanding of budgets as they relate to proposals and grants is essential
- Previous success in a Grant Writing role for non-profit organizations
- Knowledge and commitment to best practices in stewardship
- Exceptional written, oral and presentation skills
- Proficiency with various software programs such as MS Office Suite (Word, Excel, and Publisher, PowerPoint), Outlook and Access

Schedule of Hours

Tuesday, Wednesday, Thursday 15 hours per week
(10:00 am to 3:30 pm)

* some evening and weekend work may be required to meet program needs

Working Conditions

Significant computer use in an office environment with exposure to frequent interruptions. Ability to lift 20 lbs repeatedly and without restrictions. Some travel required.

Applications accepted before February 6th, 2018 to development@thecarpenterhospice.com

Apply to:

Angela Marlatt, CFRE
Capital Campaign Manager
development@thecarpenterhospice.com