



## **Volunteer Role**

### **Grant Writer**

The Etobicoke Humane Society (EHS) is looking for a Volunteer, Grant Writer.

The Etobicoke Humane Society is a not-for-profit run 100% by volunteers. This is an essential role to EHS to help secure funds to support the shelter, our initiatives and overall taking care of the dogs and cats that come into our care until we find them their forever homes.

The Grant Writer is the lead content creator for select research grant proposal submissions. A self-motivated, committed individual with a track record of successful funding proposals, the incumbent will apply his/her demonstrated expertise to develop clear, compelling and creative proposals in close collaboration with the Dog team, the Cat team and the Director of Marketing, PR and Fundraising

The individual will possess superior writing ability, as well as excellent project management and time management skills. The candidate must be highly organized, collaborative, and proactive, with the ability to effectively use independent judgment, and produce quality work within tight time constraints.

The time commitment for this volunteer position will vary based on the number of grants we apply to annually. The expectation is to research available grants and apply to 4-6 grants annually.

### **Primary Duties and Responsibilities**

- Researching which grants are relevant to EHS
- Developing original content for grant proposals that meet grantor requirements
- Undertaking research for the purposes of gathering statistical, analytical and anecdotal data, analyzing those data, and using such data strategically to create competitive proposals
- Creating compelling, persuasive, well-structured grant narratives through the use of effective storytelling, while effectively tying EHS needs to funder priorities
- Performing other related duties as assigned.



## **Qualifications**

- College diploma/ University degree or relevant work experience
- Grant writing or communications and research background
- Superior written and verbal communication skills
- Strong research experience
- Team player with excellent judgement and interpersonal skills
- Ability to meet deadlines
- Strong work ethic, time management, organization and prioritization skills

Please visit us at: [www.etobicokehumanesociety.com](http://www.etobicokehumanesociety.com)

Please send your resume and cover letter to:  
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