



EMPLOYMENT OPPORTUNITY

(3rd Posting)

The Southern First Nations Secretariat is seeking qualified applicants for the position of:

Proposal Writer

(Contract Position)

Job Title:	Proposal Writer
Supervisor:	Executive Director
Employment Duration:	26 Weeks (Oct. 1, 2018 – March 29, 2019) with the possibility of extension.

Position Summary:

The Proposal Writer is responsible for identifying opportunities and needs in our member First Nations through collaborative relationships with all stakeholders. This includes working with subject matter experts to develop specific response-focused, technically accurate content. Proposal may be First Nation specific, SFNS specific, or regional in approach.

Reporting to the Executive Director, the proposal writer will be responsible for coordinating the end-to-end proposal process utilizing excellent research and communication skills to persuasively and articulately achieve winning proposals.

Key Result Areas:

1. Operational and Financial Management

- Develop Annual Work Plans for the position and collaborate on development of departmental priorities in conjunction with the Executive Director and Board of Directors.
- Monitor departmental budgets and prepare and present financial analysis as requested.
- Develop, certify, and distribute all program reports including submission of interim and final project reports.

2. Network

- Establish and maintain working relationships with relevant First Nation staff. Maintain regular communication and information sharing.
- Research, develop, and distribute information/briefing packages on various program issues/changes.

3. Proposal Development and Support

- Determine proposal concept by identifying and clarifying opportunities and needs in member First Nations.
- Liaise with government agencies, First Nation communities, and industry and other prospective partners.
- Perform government, corporate, and foundation searches; maintain a database for foundation funding information and management.



- Meet proposal deadlines by establishing priorities and target dates for information gathering, writing, review, and approval.
- Gather proposal information by identifying sources of information, coordinating submissions and collections, and identifying and communicating risks associated with proposals.
- Develop proposals by assembling information including project nature, objectives/ outcomes/ deliverables, implementation, methods, timetable, staffing, budget, standards of performance, and evaluation.
- Maintain quality results by using templates, following proposal-writing standards including readability, consistency, and tone.
- Obtain approvals by reviewing proposals with key stakeholders.
- Participate in debriefing meetings upon successful proposal submissions to assist with project start-up.

4. Training

- Coordinate training, workshops, and information sessions that are of interest to member First Nations.
- Liaise with training and other institutions to build awareness of First Nation training needs.
- Update job knowledge by participating in educational opportunities; maintain personal networks.

Basic Qualifications:

- Post-Secondary degree or diploma in Business, Communications, English, Journalism, or a related field.
- Three years recent, progressive experience considered an asset.

Rated Requirements:

- Previous work experience within a First Nation community/organization.
- Exceptional verbal and written communications skills.
- Ability to multi-task and work under time pressure.
- Proficient in the Microsoft Office suite of programs.
- Proficient in preparing and analyzing budgets.
- Ability to work independently or in a team environment.
- Willing to provide a current criminal reference check.

Salary: Based on experience and qualifications.

Closing Date: **Friday, September 14, 2018 at 4:00pm**
Interviews are tentatively scheduled for Thursday, September 20, 2018

Please submit a resume with three current employment related references to:

Jennifer Whiteye, Executive Director
Southern First Nations Secretariat
22361 Austin Line
Bothwell, ON N0P 1C0
Email: jenwhiteye@sfns.on.ca

Please clearly mark your envelope or subject line: “Confidential – Proposal Writer”

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