



Job Posting: Fund Development Assistant

Company: Progressive West Consulting

Location: Lethbridge Alberta, Hybrid work environment

Compensation: \$23 - \$30 per hour (commensurate with experience) | 35 hours/week

Vacation: 15 days per year

Additional benefits for health and fitness.

About Us

Progressive West Consulting is a dynamic firm working with municipalities, Indigenous communities, and regional organizations across Alberta to support sustainable economic growth, investment attraction, and strategic development. We offer a collaborative team environment, meaningful work, and the opportunity to shape the future of communities across Western Canada.

Position Overview

We are seeking a detail-oriented, self-motivated Fund Development Assistant to join our team. **This is an entry-level position with room to grow** that will support the delivery of grant services for multiple clients, including municipalities, Indigenous communities, non-profit organizations, businesses, and regional organizations.

The Grant Coordinator will work under the direction of senior fund development staff and assist with funding research, proposal development, grant administration, reporting, client communications, and project tracking. Responsibilities and independence will increase as the employee develops the required knowledge, skills, and experience.

Key Responsibilities

- Research and monitor municipal, provincial, federal, foundation, and corporate funding opportunities for a diverse client base.
- Assist in the preparation of grant applications, expressions of interest, funding proposals, budgets, work plans, and supporting documentation.
- Conduct research and draft application content, including community need, project rationale, outcomes, evaluation plans, and economic benefits.
- Coordinate application submissions through online funding portals and ensure proposals meet funder requirements and deadlines.
- Support client communication by participating in meetings, preparing meeting notes, requesting documentation, and providing project updates under the guidance of senior staff.



- Track grant deadlines, project milestones, deliverables, and reporting requirements using ClickUp and other company systems.
- Maintain organized client files, grant databases, templates, and project documentation within Google Workspace.
- Assist with grant reporting, claims, and post-award administration for funded projects.
- Contribute to the development of internal templates, standard operating procedures, and grant writing resources.
- Assist with administrative and project support tasks throughout the company.

Required Skills & Qualifications

- Post-secondary education in Business, Public Administration, Political Science, Communications, English, Community Development, Economic Development, Nonprofit Management, Indigenous Governance, or a related field.
- Excellent written communication, research, editing, and proofreading skills, with the ability to produce clear, persuasive, and accurate documents.
- Strong organizational, time management, and problem-solving abilities, with the capacity to manage multiple priorities and consistently meet deadlines.
- Ability to work independently while collaborating effectively with clients and team members and incorporating constructive feedback.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint), Google Workspace, Canva, and a willingness to learn grant management systems and AI-assisted productivity tools.
- Strong attention to detail and a commitment to maintaining high-quality work and confidentiality.
- Experience with proposal writing, grant writing, fundraising, project coordination, municipalities, Indigenous communities, or nonprofit organizations is considered an asset.

Required Skills & Qualifications

- Must have access to a reliable vehicle and valid driver's license (occasional travel required)
- Must be located within commuting distance of Lethbridge, Alberta
- Must have a reliable internet connection and the ability to work from home (corporate office space is available and hybrid work is expected)

How to Apply

Submit your resume and a brief cover letter outlining your interest and relevant experience to:

peter.casurella@progressivewestc.com

Start Date and Deadline

Applications are requested by August 31, 2026. Start date is negotiable.