

**Job Title: Grant Writer and Project Coordinator**

**Location: Southern Alberta**

**Type: Contract**

**Salary Range: \$50,000 - \$60,000 per year**

**Deadline: December 1, 2024**

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**About Us:**

Progressive West Consulting (PWC) is a community-focused consultancy that helps municipalities and community organizations achieve success in a rapidly changing world. We love what we do and pick projects to work on that help make our part of the world a better place. At PWC, we specialize in supporting community and economic development initiatives. We partner with various clients to enhance their capacity for impact in their community work. Our team works closely with each client to identify projects and opportunities that will help them advance their community goals, and we work with them to look for funding opportunities to help them afford those projects.

Our company values flexibility and excellence. We are a team of high-achievers who like to work at our own pace and on our own terms. We are self-starters who put in the time it takes to achieve our goals and hit our deadlines, without anyone being chained to their desk or subject to micromanaging. We offer a **fully remote work environment** empowering our team to contribute from anywhere.

**Job Description:**

We are seeking a skilled Grant Writer who will play a pivotal role in supporting our clients by researching, identifying, and applying for grants tailored to their needs. This position involves close collaboration with our clients and internal team to craft compelling grant proposals that secure funding and support our clients' objectives. The job will involve other project coordination and execution on projects aside from grant writing as circumstances dictate, offering variability in the type of day to day work.

**This position is a 1-year term position to cover a leave.**

**Responsibilities:**

- Collaborate with clients to understand their missions, goals, and funding needs.
- Research grant opportunities from government and non-government agencies that align with each client's mission and objectives.
- Draft customized grant proposals and supporting documents based on specific client requirements and funding goals.
- Work closely with company leadership and clients to ensure proposals align with both organizational and client objectives.

- Submit proposals to grant coordinators for approval and respond to any queries.
- Maintain positive relationships with fund providers and stakeholders on behalf of clients.
- Keep accurate records and submit reports related to grant opportunities, applications, and outcomes for each client.

### **Skills and Qualifications:**

- Proven ability to learn and adapt and verified track-record of being a self-starter.
- Bachelor's degree in English, Political Science, Communications, Marketing or a related area.
- Recommended minimum of two years of experience in grant writing, with a preference for experience working with multiple clients.
- Strong understanding of the proposal, submission and adjudication process.
- Excellent research skills and knowledge of information sources.
- Superior multitasking, organizational, and time management skills.
- Exceptional written and verbal communication skills, with the ability to adapt messaging for different client missions and voices.
- Ability to handle confidential matters with utmost integrity.
- Working knowledge of computers and proficiency in relevant software.

### **Work Flexibility:**

We value the integration of work and life and support this balance by offering fully remote work options. Our Grant Writer position can be performed from anywhere, providing the flexibility to work in an environment that best suits your professional and personal needs.

### **Why Join Us:**

PWC offers a unique opportunity to contribute to diverse projects that make a real difference. Working with us means joining a team that is passionate about supporting our clients' success. We embrace change. The world is changing whether we like it or not - the only thing we can do is be ready for it.

- We put people first.
- Relationships are important to us. We will never sacrifice a relationship for results.
- Quality of life is the bottom line.
- Peoples lives matter more than the balance sheet.

### **How to Apply:**

Interested candidates should submit a resume, cover letter, and a writing sample (preferably a grant proposal, or similar that demonstrates the ability to tailor content to different client needs) to [peter.casurella@progressivewestc.com](mailto:peter.casurella@progressivewestc.com). Your cover letter should highlight your interest in this role and how your experience and skills can contribute to the success of our clients.