



DIGNITAS

## JOB DESCRIPTION

<b>Job Title:</b>	Grants Officer
<b>Reports To:</b>	Director of Development & Communications
<b>Direct Reports:</b>	None
<b>Job Location:</b>	Toronto, ON with occasional travel

### Job Purpose

This role works across two key functions within the organisation: proposal development and grants management, under the supervision of the Director of Development & Communications. The Grants Officer will support Dignitas' institutional & foundations funding strategy to identify and pursue funding opportunities and secure new grants. The person in this position will coordinate the monitoring, reporting, and compliance of ongoing institutional & foundation grants.

### Duties and Responsibilities

#### **Funding proposal development:**

- Proactively identifies prospects and links between interests of donor and program.
- Monitors and updates the institutional funding pipeline; tracks open calls; analyzes and brings forward relevant opportunities for proposals for review and decision by the management team.
- Reviews all requirements specific to each funder and designs a proposal development strategy to align with these requirements.
- Coordinates and participates in the development, writing and submission of high-quality funding proposals in response to open calls and unsolicited opportunities; provides follow-up with funders once proposals are submitted.
- Serves as a liaison to delegated funding agencies or organizations.
- Oversees donor registrations and memberships as required.
- Assists with other activities including letter writing as required.

#### **Grants management:**

- Actively coordinates a portfolio of institutional grants from bi-lateral and multi-lateral donors, universities, research institutions, and large foundations.
- Organizes, coordinates and tracks all funding activities and information, including donor and prospect records and files.
- Works in close collaboration with the Research and Medical Departments to produce and submit timely donor narrative reports.

- Works in close collaboration with the Finance Department to produce and submit timely donor financial reports.

**Qualifications and Experience**

**Knowledge and experience required:**

- Undergraduate degree in development, project management, public health or related discipline (required). Master’s degree in the area of social, health or environmental sciences (desired).
- 2 years of experience in writing proposals and coordinating grants.
- Excellent writing skills in English with a demonstrated track record of successful multi-year, multi-sector programmatic proposals.
- Demonstrated ability to establish cross-departmental teams for the purpose of proposal development and delivery.
- Experience with donor and international government funding agencies.
- Familiarity with program cycle management approaches and tools.
- Excellent numeracy skills for budgeting development and monitoring; understating of donor compliance issues.
- Project planning, monitoring and evaluation techniques, especially Logical Framework.

**Skills and competencies required:**

- Excellent interpersonal, communication and collaboration skills, including the ability to interact effectively and diplomatically with all staff and donor representatives.
- Ability to gather data, compile information and prepare reports both for internal and external purposes.
- Good time management skills and able to work under pressure and with tight timelines.
- Strong analytical and organizational skills, including attention to detail and the ability to prioritize, multi-task and meet competing deadlines.

**Other requirements:**

- Ability to travel internationally (a valid passport is required)

**Working Conditions**

- This position is located in Toronto, with occasional travel.
- This role works a standard work week but may be required to work some evenings and weekends to meet donor deadlines.

<b>Approved By:</b>	CEO
<b>Date Approved:</b>	April, 2018