

Mailing Address

205 Beaver Rd, Suite 1
Smithers BC
VOJ 2N1

Telephone: 250-847-3630



Location Address:

3873 1st Ave
Smithers BC
www.wetsuweten.com

Facsimile: 250-847-5381

Job Posting

Job Title: Grant Writer

Hours of work: 35 Hours per Week (8:30am – 4:30pm)

Salary: \$33 – 38.50 per hour

Performance Bonus: *Performance-based bonuses may be considered for successful funding applications that meet strategic priorities and exceed funding targets, pending organizational budget approval.*

Location of Work: Office of the Wet'suwet'en
3873 1st Ave, Smithers BC

Phone: 250-847-3630

Reports to: Executive Director

Position Summary:

The Grant Writer is responsible for identifying and securing funding opportunities to support programs, services, and strategic initiatives. This includes researching relevant grants across British Columbia and Canada, preparing high-quality proposals, ensuring compliance with funding guidelines, and maintaining strong relationships with public and private funders. The role supports the development of projects that enhance services for Wet'suwet'en families and communities across BC.

Roles and Responsibilities:

- Research, write, edit, and submit grant proposals to federal, provincial (e.g., Ministry of Children and Family Development, Indigenous Services Canada), municipal, and private funders.
- Maintain awareness of funding streams available to Indigenous organizations in BC, including those related to:
 - Social Services and Child & Family Wellness
 - Addictions and Mental Health Support (including exploratory funding for emerging program development)
 - Fisheries and Wildlife, and
 - Natural Resource Stewardship
 - Cultural Revitalization, Housing, Justice, and Health
- Collaborate with internal teams to assess project needs, define goals, and gather required data and documentation.
- Assist in the development of project budgets and ensure financial information aligns with grant requirements.
- Track all funding applications, reporting deadlines, and correspondence with funders.
- Prepare and coordinate reporting requirements to funders in collaboration with Program and Department Managers.
- Develop and maintain relationships with funding agencies, foundations, and Indigenous-focused grant programs.
- Support proposal development for multi-year funding, capital projects, pilot programs, and research initiatives.
- Provide strategic advice on funding opportunities and proposal planning aligned with organizational priorities, including potential future initiatives.

- Ensure all submissions comply with applicable BC and federal laws, funding criteria, and reporting regulations.
- Maintain confidentiality of sensitive program and financial information.
- Perform other duties as required.

Qualifications:

- Diploma in a related discipline such as business administration, communications, or public relations, etc.
- Minimum of three years experience (preferably in local government) in a related position or an equivalent combination of education and experience.
- Strong understanding of Canadian federal and provincial funding systems, including experience with programs such as ISC, MCFD, FNHA, and BC Housing.
- Knowledge of Indigenous governance, traditions, and the socio-political landscape in British Columbia.
- Demonstrated success in writing successful funding proposals and preparing progress reports.
- Excellent written, interpersonal, and organizational skills.
- Experience developing project budgets in collaboration with finance teams.
- Proficiency with Microsoft Office Suite and grant management tools.
- Valid BC Driver’s License and willingness to travel throughout the province when required.
- Post-secondary education in a related field (e.g., Social Work, Indigenous Studies, Public Administration, Communications) is an asset.

Preferred Skills:

- Strong Written & Verbal Communication
- Research & Analytical Thinking
- Teamwork & Collaboration
- Organization & Time Management
- Knowledge of Indigenous Communities and Protocols
- Accountability & Ethics
- Strategic Thinking & Initiative

Work Environment

- Travel throughout BC may be required.
- Flexible schedule, including occasional evening or weekend work to meet deadlines.
- Manual dexterity to operate standard office equipment and computers.
- Extended periods of reading, writing, and research.
- Occasional lifting (up to 10 lbs) for meetings, presentations, or travel materials.

When submitting your application for the above position, please clearly indicate how you meet the required qualifications and include the following:

1. A cover letter clearly indicating the position which you are applying for.
2. A resume with three references

APPLICATION PACKAGES ARE TO BE ADDRESSED AND EMAILED TO THE FOLLOWING:

Attention: Sherry McKinnon, *Executive Director*

Emails address: sherry.mckinnon@wetsuweten.ca

CC: Monica Michell, CIHRP, CAPA, *Human Resources & Office Coordinator*

Email address: monica.michell@wetsuweten.ca

Subject line MUST CLEARLY STATE “Job Application –Grant Writer ”