



Uchucklesaht

Funding Specialist

Position Summary

Reporting to the Deputy CAO, the Funding Specialist is responsible for actively supporting the fund development and cultivation activities of Tribal Government. The Funding Specialist is responsible for determining how much funding is needed for a given project and how best to secure that funding, and then craft targeted funding proposals.

Specific Responsibilities

Identify and Cultivate Funding Sources

- Research and identify fundraising opportunities based on funding amount needed, location, and organization project;
- Identify new potential sources of funding in coordination with Deputy CAO;
- Manage relationships with funders including outreach and communication;
- Creates strategic alliances with public and business partners in order to develop funding opportunities;
- Negotiates joint funding arrangements with government and other business partners to develop and support funding initiatives;
- Gather documentation to funders necessary requirements of various funding bodies prior to formally seek funding;
- Track and create a calendar of grant opportunities;

Write and Submit Proposals

- Craft and design funding proposals in a clear and compelling manner to achieve funding goals;
- Identify all requirements of funder to ensure all necessary proposals are submitted on time;
- Prioritize funding writing to apply for (based on size of grant and time funding is released);
- Comply with all funding and grant reporting as required by government, corporate donors, foundations;
- Support the development of monitoring and evaluation tools and frameworks for robust project reporting, assessment, and evaluation;
- Maintain records digitally and in paper files, including funding tracking and reporting.

SIGNATURE:

I have read and understand the contents of this position description:

Name

Signature

Date

Preferred Qualifications and Capabilities

- Bachelor's Degree in a related field, such as Journalism, Communications, Marketing, Media Studies, etc. with three to five years of professional progressive work experience in writing proposals
- A portfolio showing examples of writing and proposals
- Outstanding writing skills and ability to write in a variety of target markets
- Ability to work independently and collaboratively to meet deadlines
- Detail-oriented mindset; productive without compromising quality
- Work in multiple proposal formats including but not limited to MS Excel, MS Word, and MS PowerPoint