

Grants Advisor

Title: Grants Advisor

Reports to: Executive Director

Location: Montreal Office or possibility for remote work

Background

The Canadian Association of Midwives (CAM) is the national professional association representing midwives and the profession of midwifery in Canada. CAM is staffed by a team of enthusiastic individuals dedicated to providing support for midwives and the profession of midwifery in Canada and globally.

Job Summary

Under the direction of the Executive Director, the Grants Advisor will provide extensive technical expertise in researching funding opportunities and preparing grant applications for current initiatives and identifying new national and international program opportunities. The successful candidate should have experience writing proposals and reports for government agencies and private funders and demonstrate excellent writing and editing skills.

CAM works closely with the National Aboriginal Council of Midwives (NACM) who advocate for the restoration of midwifery education, the provision of midwifery services, and choice of birthplace for all Indigenous communities, consistent with the U.N. Declaration on the Rights of Indigenous Peoples. Knowledge of funding opportunities, both public and private for Indigenous Health programming is considered a strong asset.

Primary Duties and Responsibilities

- Review existing strategies and initiatives of the association and develop a comprehensive strategy to secure government and private grants;
- Research and maintain a database of funding opportunities for relevant programs;
- Identify, screen and recommend appropriate grants and other appropriate income streams;
- Conceptualize and plan funding proposals and applications, and other targeted appeals for established funding priorities of the association;
- Write grant applications, proposals, preliminary proposals or concept notes and coordinate the collection of endorsing and supporting letters and documents.

Qualifications, Skills and Knowledge Requirements

- University degree in a related field or equivalent combination of education and experience.
- Minimum three (3) years grant or proposal writing experience.
- Knowledge of the organizational structure of the Federal government's branches and agencies.
- Knowledge of Global Affairs Canada, Health Canada, Indigenous Services and Public Health Agency of Canada funding initiatives and priority areas.

- Excellent planning, research, and writing skills.
- Superior proofreading and editorial skills.
- Ability to write clear, structured, articulate, and persuasive proposals.
- Ability to work well in a team environment, handle multiple assignments and meet tight deadlines.

Assets

- Knowledge of midwifery in Canada.
- Communication skills in French (verbal and written).

Working Conditions & Location

- 4 to 6-month contract with possibility of renewal.
- CAM's offices are located in Montreal, Quebec.

Start Date: May 2018

Applications

Please follow these instructions:

- Send your CV and a cover letter in one PDF document and ensure that your first and last names and the letters "GrantsAdvisor" are included in the file name.
- Send your PDF by email ONLY with the subject "Grants Advisor Application" to admin@canadianmidwives.org
- Deadline for applications is **April 13, 2018 at 5pm ET**.

We thank all applicants for their interest however, only applicants selected for an interview will be contacted.