



Easter Seals NL – Grant Writer and Planned Giving Coordinator (Full Time, Permanent)

Easter Seals Newfoundland and Labrador is a nonprofit organization that provides over 20 programs and services for people with disabilities living in the province. This position is full-time and permanent. Based in St. John's.

The Grant Writer and Planned Giving Coordinator will work closely with our Fund Development and Communications Department to identify prospects, develop funding proposals, cultivate foundation and corporate donors, and track metrics

Core Responsibilities

Conduct prospect research of foundations and corporations to identify key grant opportunities

Identify, explore and develop new funding opportunities as they present themselves

Assist with scheduling meetings with prospective foundation/corporate donors and prepare information

Develop and finalize grant proposals

Track the progress of grant proposals. Maintain records in the database, including all forms of contact with donors

Acknowledge all sponsorships and pledges via office visits, e-mail, letter, or phone

Support the Capital Campaign by working with other staff and volunteers to implement the campaign plan

Assist with the ESNL Planned Giving Program including but not limited to managing and monitoring all major planned giving marketing efforts, creating donor pipeline by conducting research and donor prospect screening, and regularly updating our database to record gifts from donors and analyze results

Develop and sustain good working relationships with donors, volunteers, alumni, ESNL staff and members of the community

Provide assistance and support with all revenue development opportunities

Other duties as assigned

Qualifications

A post-secondary degree or diploma is an asset. A combination of education and experience will be considered

1-3 years of grant writing experience with a charitable organization

Ability to stay organized and maintains attention to detail, while working on multiple competing projects and deadlines

Ability to work as a team and a strong commitment to collaboration

Experience managing large and small-scale funding projects

Proficiency in MS Office Suite (Word, Excel, and PowerPoint), Google Drive, and Dropbox

Knowledge of prospect research and fundraising approaches, techniques, and strategies

Knowledge of fundraising information sources

Excellent written and oral communication skills

Excellent grammatical and spelling skills

Flexibility in hours of work, including some weekends and evenings

Own Transportation and Valid Drivers Licence