



WRITER, GRANTS AND FOUNDATIONS

1 Full Time Permanent Position
INTERNAL/EXTERNAL POSTING

DATE: Aug 22nd, 2022

LOCATION: Toronto, ON – Development & Communications

COMPENSATION: \$53,949 - \$ 69,356 Annually

LOFT Community Services is a unique and dynamic charitable organization that supports people living with complicated issues such as mental and physical health challenges, substance abuse, poverty and homelessness. Serving approximately 10,000 annually and providing 1,733 units of supportive housing last year, LOFT is one of Ontario's largest mental health service providers of its kind.

LOFT stands for Leap of Faith Together. Our employees have an opportunity to take calculated risks and lead the way in the creation, implementation and evaluation of system wide solutions. We work hard. We care passionately. We celebrate our staff are the key to our success. LOFT is recognized as a Nonprofit Employer of Choice™ Award (NEOC) recipient and we believe that our LOFTy culture is at the core of everything we do.

To help fulfill its mission, LOFT is hiring a **Writer, Grants and Foundations**.

JOB SUMMARY:

To cultivate and drive revenue from various sources, including foundations and corporations. Working closely with the Manager, Strategic Partnerships and Grants and relevant stakeholders, this role is responsible for developing compelling proposals that include researching, preparing, submitting, and monitoring proposals/reports that support LOFT's annual fundraising goals and meet funder guidelines, internal review deadlines and criteria.

***Note:** All LOFT employees are required to be fully COVID-19 vaccinated as a condition of hire in accordance with LOFT's Vaccination Policy. A satisfactory vulnerable sector check (VSC) is also required.*

WHAT YOU WILL DO:

1. Proposal Development
 - a. Using approved content and key information, develop proposals/LOIs that are emotive and compelling,
 - b. Coordinate the grant development and submission process, including the monitoring of applications after submission
 - c. Monitor and maintain funder reporting schedules and requirements to ensure timely submission
 - d. Maintaining master calendar of grants and prospects and all associated files and correspondence
 - e. Support the development of presentations for prospects and maintain templates

2. Grant Coordination
 - a. Research and identify new corporate and foundation prospects whose philanthropic interests and strategies align with LOFT
 - b. Coordinates and follows-up on the progress of submitted proposals
 - c. Support the acknowledgement and stewardship process for each grant/donation, including but not limited to thank you letters, progress and impact reports
 - d. Update and maintain funder and organizational information, such as Foundation Directors and granting criteria

3. Fundraising Support
 - a. Support the success of campaign and other major donor initiatives by sharing industry research and program measurements
 - b. Generate and maintain narratives that can be used for government and private fund development

4. Other duties as assigned to support the success of the Development & Communications team.

WHAT YOU WILL BRING:

- A minimum of 4 years of related grant writing experience.
- A passion for the mission of LOFT Community Services.
- Demonstrated success in writing compelling proposals leading to five and six figure grants/corporate gifts.
- Excellent work ethic, proactive and a creative thinker with an action-oriented mindset.
- Post-secondary diploma/degree in fundraising, business, journalism, communications, or related discipline.
- Excellent written and verbal communications skills.
- Experience in developing strong cases for support.
- Ability to work under pressure and meet multiple deadlines.

- Excellent organization skills and strong attention to detail.
- Experience working with The Raiser's Edge or RE NXT.
- Proven ability to work both independently and as part of a team.
- Understanding of cultural competency and anti-oppression framework.
- Reflective of a multi-barriered group, as serviced by the program, a strong asset.

TO APPLY: Send resume with cover letter to Human Resources, **Email:** hr@loftcs.org

LOFT Community Services is committed to fostering an inclusive and accessible environment and dedicated to building a workforce that reflects the diversity of the community in which we live and serve. LOFT is committed to making employment opportunities accessible in accordance with the Accessibility for Ontarians with Disabilities Act, 2005. Requested accommodation will be provided in all parts of the application and hiring process by contacting humanresources@loftcs.org or (416) 979-1994.

We welcome and encourage people from equity-deserving communities and intersecting identities to apply for this position.

PLEASE INCLUDE: "Writer, Grants and Foundations" IN THE SUBJECT LINE OF ANY EMAILS.

CLOSING DATE: Until Filled