

Position: Grants and Development Coordinator

Organization: [Squamish CAN \(Climate Action Network\)](#)

Location: [Squamish](#) /Skwxwú7mesh, BC (remote options available)

Type: 10 hours per week

Duration: Six month contract with eligibility for extension



Squamish CAN
Climate Action Network

About Us

Squamish CAN is a dynamic and mission-driven non profit that is committed to empowering our community with just and actionable solutions to the climate crisis through education, policy development and systems change. We were established in 2009 and focus on creating tangible, community-based solutions to reduce carbon emissions through strengthening food systems and working towards zero waste. We are a friendly group of staff and board members who care deeply about climate action in Squamish.

POSITION OVERVIEW

The **Grants and Development Coordinator** will play a crucial role in identifying, applying for, and managing grants, reports, as well as supporting broader fundraising activities for the organization. This position requires a creative and detail-oriented individual who can craft compelling grant proposals, build relationships with funders, and assist with various tasks to support the organization. This role will be supported by and work closely with the Executive Director. The ideal candidate is passionate about climate action, has a knack for storytelling and possesses strong organizational skills.

KEY RESPONSIBILITIES

Grant Writing and Management (70%)

- **Research:** Identify potential grant opportunities from foundations, government agencies, and corporate partners aligned with the organization's mission and projects.
- **Proposal Development:** Write, edit, and submit high-quality grant proposals, ensuring compliance with all funder guidelines and deadlines.
- **Grant Reporting:** Track and manage all grant deadlines and reporting requirements, including preparing interim and final reports to funders on the use of funds and project outcomes.
- **Relationship Building:** Maintain communication with grant officers, fostering positive relationships with current and prospective funders.
- **Budgeting:** Collaborate with the finance and project teams to create accurate grant budgets and ensure financial reporting aligns with funder expectations.

Development & Admin Support (30%)

- **Admin Support:** Assist with writing content for various needs to ensure funders are celebrated in our external communications.
- **Fundraising Campaigns:** Support the planning and execution of annual fundraising initiatives, including our annual online raffle.

Qualifications

- **Education:** Bachelor's degree in Nonprofit Management, Communications, Environmental Studies, or a related field (or equivalent experience).
- **Experience:**
 - Minimum of two years of experience in grant writing.
 - Proven success in securing grants from foundations, corporations, or government sources.
 - Experience in donor management and stewardship is a plus.
- **Skills:**
 - Exceptional written and verbal communication skills, with the ability to craft compelling narratives that resonate with funders and donors.
 - Strong organizational skills and the ability to manage multiple deadlines simultaneously.
 - Proficiency in Microsoft Office and Google Workspace.
 - Ability to work independently as well as collaboratively in a team environment.

Preferred Qualifications

- Experience working in nonprofits.
- Knowledge of nonprofit finance and budgeting processes.
- Experience in grant and report writing.

Compensation and Benefits

- Hourly wage is \$33 - \$37 per hour (based on experience)
- Flexible working hours and potential for remote work
- Opportunities for professional development, mentorship and growth

Diversity, Equity & Inclusion Statement

The Squamish Climate Action Network is committed to strengthening and contributing to an inclusive community. This requires that we address the structural conditions that underlie unequal access to resources and engage multiple ways of knowing and being. Indigenous persons, women, people of colour, all genders, 2SLGBTQI+ and persons with disabilities are encouraged to participate in our climate action in ways that matter most to them. We aim to design our programs, services and recruitment processes through the lens of diversity, equity and inclusion for all.

How to Apply

Interested candidates should submit a resume, cover letter, and a writing sample (preferably a grant proposal or similar) to krystle@squamishcan.net, with the subject line **“Grants and Development Coordinator Application – [Your Name].”**

Applications are due by: **Thursday, October 3rd by 11:59 PM.**