



<b>POSITION TITLE:</b>	PROPOSAL/TECHNICAL WRITER
<b>DEPARTMENT:</b>	ADMINISTRATION
<b>REPORTS TO:</b>	DIRECTOR OF ADMINISTRATION AND SUPPORT SERVICES
<b>CLASSIFICATION:</b>	FULL TIME PERMANANT
<b>LOCATION:</b>	PETERBOROUGH (HIAWATHA PERMANANT)
<b>POSTING DATE:</b>	JANUARY 7, 2021
<b>CLOSING DATE:</b>	JANUARY 21, 2021

Dnaagdawenmag Binnoojiiyag Child & Family Services is a multi-service Indigenous wellbeing Agency. We provide a stable foundation for children, youth, and families, through wraparound services that are culturally based, and family focused.

### **POSITION SUMMARY**

Reporting to the Director of Administration & Support Services the Proposal/Technical Writer of Dnaagdawenmag Binnoojiiyag Child & Family Services is responsible for assisting in the creation, development, planning, writing and editing proposals, and funding applications. The Proposal/Technical Writer will assist in the research, and translate information into manuals, instructional, procedural and policy documents for relevant users in support of the programs and services of Dnaagdawenmag Binnoojiiyag Child & Family Services.

### **RESPONSIBILITIES**

#### **Fund Development:**

- Requires the ability to assist in the development, implementation, and coordination of all fundraising initiatives and activities and to secure the proper information for ongoing dialogue, evaluation of current plan / activities, and strategic decision-making.
- Develops proposals by assembling information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance, and evaluation; writing, revising, and editing drafts including executive summaries, conclusions, and organization credentials.
- Assists in the research and development of program initiatives for Child Welfare and Support Services, to meet the needs of individual programs and the service as a whole; supports in the conceptualizing, designing, researching and preparing program proposals and reports.
- Supports the Director of Administration & Support Services in the development, implementation and coordination of all fundraising and grant writing initiatives, including assisting in research, preparation and submission of grant and funding



applications.

- Determines proposal concept by identifying and clarifying opportunities and needs; studying requests for proposal (RFPs); attending strategy meetings.
- Meets proposal deadlines by establishing priorities and target dates for information gathering, writing, review, and approval; entering and monitoring tracking data; coordinating requirements with contributors; contributing proposal status information to review meetings; transmitting proposals.
- Gathers proposal information by identifying sources of information; coordinating submissions and collections; identifying and communicating risks associated with proposals.
- Maintains quality results by using templates; following proposal-writing standards including readability, consistency, and tone; maintaining proposal support databases.
- Obtains approvals by reviewing proposal with key providers and respective Directors.
- Improves proposal-writing results by evaluating and re-designing processes, approach, coordination and implementing changes.
- Assist in the creation and maintenance of an up-to-date data bank on funding opportunities relative to Agency services and sustainable program capacity and development.
- To work collaboratively in the establishment of charitable foundation as part of Dnaagdawenmag Binnoojiiyag Child & Family Services by:
  - Research prospective donors.
  - Create a strong fundraising message that appeals to potential donors.
  - Conduct fundraising strategies for Dnaagdawenmag Binnoojiiyag Child & Family Services.
  - Identify and contact potential donors.
  - Organize a campaign or event that will lead to soliciting donations.
  - Maintain records of donor information for future use.

**Research:**

- Requires the ability to monitor community trends and opportunities, read and report data such that it aids the Agency in both policy and program development.
- Researches and supports development of reporting formats, in response to funders' reporting requirements. Helps to ensure the required information is collected and reported in a timely manner, consistent with cultural objectives.
- Undertake specific time limited research/developmental projects related to data management, program effectiveness, and service development or other areas as assigned by the Director of Administration & Support Services.
- Provides support to Policy Analyst, in ensuring adherence to expectations and standards regarding data input and management.
- Prepares presentations by evaluating text, graphics, and binding; coordinating



printing.

- Assist in the analysis of data and in problem solving for incorrect or unusual information and /or results.

### **Community Relations:**

- Assists the Director of Administration & Support Services in establishing and maintaining effective and positive public relations.
- Ensures positive working relationships between Dnaagdawenmag Binnoojiiyag Child & Family Services, other First Nation partners and relevant external agencies.

### **Other Duties:**

- Ensures the effective implementation of other duties as determined by the Director of Administration & Support Services.

## **POSITION REQUIREMENTS**

### **Education and Experience Requirements:**

- Bachelor's Degree Journalism, Marketing, English, Communications or a related field or equivalent years of experience plus a minimum of 2 years of technical writing experience with a focus on fundraising studies, research, and administration. An equivalent combination of academic qualification, formal training and experience is also considered.
- A minimum of 3 years progressively responsible experience in proposal & policy development and information management.
- Experience working within Child Welfare and/or Indigenous Child-Wellbeing setting would be considered an asset.

### **Knowledge Requirements:**

- Exceptional ability to conduct research, evaluation and analysis, planning, and development of strategic planning.
- Knowledge of quality assurance, quality improvement, principles and practices.
- Ability to build effective working relationships with internal groups and external organizations' and stakeholders on various projects.
- Knowledge of Indigenous culture and values including awareness of the First Nation, Inuit and Métis Communities we service.
- A solid understanding of and sensitivity to the experiences of First Nations and Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the Sixties Scoop upon them is essential.

### **Ability Requirements:**

- Relate effectively to and supervise staff as a diplomatic and flexible team player.
- Ability to provide training to various internal groups.
- Work effectively with the management and staff of other programs/agencies.



- Effectively manage and secure confidential information.
- Excellent verbal and written communication skills.
- Demonstrated grant/proposal writing skills.
- Demonstrate computer skills with specific competence with spreadsheets, databases, etc.
- Work within an office environment and conduct the work associated with this position.
- Communicate effectively with our children, youth, families, communities and staff.
- Work cooperatively with other staff and management.
- Relate effectively to community members.

#### **Mandatory Requirements:**

- Must be willing to work flexible hours including weekends, evenings and holidays as required.
- Provide an acceptable Canadian Police Information Centre Check (CPIC) and Vulnerable Sector Screening (VSS).
- Able to provide a safe vehicle for use on the job, an acceptable Driver's Abstract, evidence of a valid Ontario Driver's License and of Personal Liability & Property Damage insurance coverage for at least \$2,000,000.00.

#### **ACCOUNTABILITIES**

The employee is required to have a good working knowledge of all laws, rules, regulations, policies and procedures, as well as the Regional Protocol which impact on the employee's specific responsibilities. We undertake to make decisions, as required, which are consistent with these and then to act in a manner which provides quality services to children, youth, families and communities.

#### **WORKING CONDITIONS**

- You will be provided a working location within your region by the Organization.
- Travel within the catchment area will be required.

#### **SALARY RANGE**

- \$57,636.00 - \$69,454.00, depending on qualifications and experience.

#### **TO APPLY**

- Please email the following to [careers@binnoojiiyag.ca](mailto:careers@binnoojiiyag.ca)
  - Application for Employment (available at [www.binnoojiiyag.ca](http://www.binnoojiiyag.ca))
  - Please indicate preferred location in your application
  - Cover letter outlining why you are the most qualified candidate for this role including your experience working directly with First Nations, Inuit and Métis Peoples, Communities and Organizations.
  - Resume (include 3 work related references)



Dnaagdawenmag Binnoojiiyag  
**Child & Family Services**

EMPLOYMENT OPPORTUNITY

- Incomplete Applications will not be considered.
- Only those selected will be contacted for an interview.
- Persons of First Nations, Inuit and Métis ancestry and member of Dnaagdawenmag Binnoojiiyag First Nations are encouraged to apply, those wishing to self-identify may include this on the application form.