



Job Title: Director of Development, Grants and Fundraising

Organization: Connecting Environmental Professionals - Vancouver

Location: Remote

Position Type: Volunteer, Board Member

About CEP Vancouver

CEP Vancouver is dedicated to creating opportunities for Vancouver's sustainability professionals. The organization aims to facilitate connections, collaboration, and learning within the sustainability and impact sector, ultimately driving sustainability and climate action. CEP achieves this through monthly events, mentorship programs, and a free membership that provides access to the latest news and events in Vancouver's sustainability sector.

Overview

CEP Vancouver is seeking a motivated Director of Development, Grants and Fundraising. This exciting new role will provide support for our grants and fundraising through all stages of the donor cycle. The role will be responsible for identifying potential donors, and fostering long-term relationships with donors and granting agencies. The role is responsible for preparing prospect research profiles and writing compelling grant applications.

Responsibilities

- Study and understand the objectives and financial needs of the organization
- Work with the Board to set quarterly, annual and longer-term objectives, strategies and tactical plans to support the overall strategic plan
- Present grant and funding opportunities with the Board
- Submit proposals to grant coordinators for Board approval
- Research grant opportunities from government to non-government agencies
- Draft grant proposals and supporting documents based on the funding requirements of the organization
- Maintain positive relationships with fund providers and other stakeholders
- Maintain records and submit reports related to grant opportunities
- Resolves complex, technical and administrative problems, associated with developing proposals

Required Experience & Skills

- Developing and managing grant budgets
- Proficient in MS Office/ Google G Suite
- Excellent knowledge of fundraising information sources
- Well-organized with multi-tasking skills
- Edit highly technical documents under tight deadlines
- Managing budgets and developing financial plans
- Talent for translating complex topics into clear, concise, and compelling content

Assets

- Familiarity with Asana
- Fundraising experience
- Access to fundraising information sources
- Previous experience with Grant Writing within a nonprofit or Foundation
- Academic background in Creative Writing, Communications, English, Journalism, and/or a related field

Time Commitment

CEP Board Member positions are a two-term commitment, but we appreciate schedules can change in two years. Every month, the following provides a general breakdown of expected hours:

- 1.5 hours per month for team meeting
- 5-8 hours per month for fulfilling responsibilities

How to Apply

If you are eager to facilitate connections, relationships, and opportunities within Vancouver's sustainability community, and have the required qualifications and experience, we encourage you to apply for the Director of Development, Grants and Fundraising position at CEP Vancouver. Please email a cover letter (max 500 words) and your resume to info@cepvancover.org

Thank you for your interest.

We respectfully acknowledge that we are located on the unceded traditional territories of the Musqueam, Squamish, and Tsleil-Waututh Nations.