



JOB DESCRIPTION

Contract Grant Writer

Reporting to the Chief Administrative Officer (or designate), the **Grant Writer** is responsible for the following:

PRIMARY DUTIES

1. Provides grant writing services for the municipality and for non-profit organizations serving Burns Lake on an as and when required basis.
2. The Grant Writer is expected to meet with non-profit organizations. The Village Chambers can be used for meetings if available and dependent upon current COVID requirements.
3. The grant writer must provide their own transportation, laptop/desktop, and basic office supplies. The grant writer will have access to the Village of Burns Lake's photocopier to print applications and attachments as required at no charge.
4. The Grant Writer will provide monthly updated grant tracking spreadsheets.
5. This is a term position ending December 31, 2022. The grant writer must prove submission of at least \$200,000 in the calendar year by providing the Village with copies of grants submitted.
6. The position is funded in part through a grant from Northern Development Initiative Trust(NDIT). A requirement of the grant funding is the submission of a final report to NDIT in January of 2023. The grant writer will collaborate with Village staff to complete the final report.

REPORTING REQUIREMENTS

- The grant writer will be required to track grants using the Excel grant tracking spreadsheet provided by Northern Development Initiative Trust (NDIT)
- The grant writer will submit an invoice detailing work to June 30 and the final invoice as of December 31 2022.