# Pawsitive Match Rescue Foundation
## GRANT WRITER

## The Role

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| **Location** | Remote | **Reports To** | Fundraising/Events Director |
| **Monthly Time Commitment** | 5-10 hrs, variable | **Direct Report(s)** | N/A |

The Grant Writer secures funding to support Pawsitive Match Rescue Foundation's mission of rescuing, rehabilitating, and rehoming animals. This role involves researching grant opportunities, crafting compelling proposals, and managing the application process.

## The Responsibilities

- Research and identify potential grant opportunities from government bodies, foundations, corporations, and other funding sources in Canada.
- Write tailored and compelling grant proposals, including cover letters, applications, and supporting documents.
- Collaborate with the leadership team to gather necessary information, such as budgets, project details, and organizational goals.
- Maintain a calendar of grant deadlines and ensure timely submission of applications.
- Track the progress of submitted applications and follow up with funders as needed.
- Assist in creating reports for awarded grants, demonstrating the impact of the funding received.
- Stay informed about trends and best practices in grant writing and animal rescue funding.

## The Person

- A community member in good standing.
- Ability to work independently and meet deadlines.
- Passion for animal welfare and commitment to Pawsitive Match's mission.

### Experience & Qualifications

- Strong writing and editing skills with attention to detail.
- Experience in grant writing, fundraising, or non-profit administration is preferred but not required.
- Excellent research skills to identify suitable grant opportunities.
- Proficiency with Microsoft Office and Google Workspace.
- Experience with online grant application platforms is an asset.
- Public Relations & Community Engagement Skills/Experience is an asset.
- Administrative Skills - Finance is an asset.