



Immigrant and Refugee
Community Organization of Manitoba

IRCOM House Ellen
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GRANT WRITER **Permanent, Full-time position**

WHAT IRCOM OFFERS:

- A warm, fun and supportive work community
- An incredibly diverse workplace that is committed to staff wellness and inclusion
- A staff team that is passionate, committed and unified in supporting settlement of newcomer families
- An inner-city organization committed to Truth and Reconciliation
- A family-friendly organization
- A place where you can make a difference and feel the rewards of your work on a daily basis

CANDIDATE PROFILE: The Grant Writer is an individual who:

- Is a quick-learner, a good researcher, collaborative team member and a gifted writer
- Has a knack for writing strategically and creatively, sharing information in ways that are engaging
- Loves writing and is excited about telling our stories in compelling ways
- Is very systematic, focused, organized and does not tire easily
- Loves maintaining systems that keep everyone on track - never misses a deadline
- Believes in IRCOM's mission and wants to add value

POSITION PURPOSE AND SUMMARY: Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba Inc., (IRCOM) the Grant Writer performs a core administrative service at IRCOM and plays a major part in our financial sustainability. The Grant Writer upcoming and prospective grant deadlines, works with pertinent team members to write and submit high-quality grant applications and reports. This individual maintains a system to track and monitor all current grants and deadlines, and also maintains databases on potential funders as well as submitted grants. They work closely with all levels of the organization to identify needs and gaps, and find matching funding sources, to help us continue to serve our community well.

With the supervision and support of Executive Director and the Director of Finance, this position will carry out the following:

DUTIES AND RESPONSIBILITIES

Grant and Report Writing (60%)

- Draft, review, collaborate with pertinent staff, and submit high quality grant applications on behalf of IRCOM
- Support the timely submission of grant applications and narrative and financial reports
- Carry out tasks related to grant-writing: securing signatures, reviewing agreements and sharing important information to the appropriate staff, sending reminders, liaising with funders, etc.
- Write grant reports and/or support pertinent staff in compiling data and drafting interim and final narrative grant reports
- Conduct research to enrich content of applications or reports (e.g., reflecting theories, frameworks, best practices, emerging new evidence, etc.)
- Develop expertise in understanding funder requirements and priorities

Research and Tracking (20%)

- Actively research and gather information on grant opportunities and monitor current and prospective funder communications and requests for proposals
- Join mailing lists for major governmental and other funders
- Contribute to maintaining a strong fundraising pipeline of submitted applications, year-round
- Maintain a set of key databases: pipeline (grants currently submitted), potential grants, confirmed grants, grant and reporting deadlines, etc.
- Update senior management weekly on prospective upcoming grants and their criteria and fit
- Develop a system for ensuring senior management assess open calls on a regular basis
- Ensure current access to all funder web portals and be knowledgeable in their use
- Prepare and maintain budget of proposed grants for review by Director of Finance
- Prepare and maintain database of funds receivable and follow up of receivables with funders.

Data Collection and Data Management (10 %)

- Gather, maintain and systematize all documents related to current & historical funding agreements
- Use creative tools to support data visualization and graphic design of reports
- Perform CRM data extraction and analytics to measure grant-writing to enhance reports/proposals

Team and Interdepartmental Support (10 %)

- Attend Leadership Team meetings 1/month to build and maintain strong channels of communication with program leads
- Attend programs ½ day per week to understand programming best practices and emerging needs
- Coordinate bi-monthly report/grant-writers meetings to train and coach pertinent staff
- Participate in IRCOM staff meetings and events
- Other duties as assigned

REQUIRED QUALIFICATIONS

- Undergraduate degree required
- 2 years' experience securing government, philanthropic foundation and corporate grants
- Excellent writing skills in English, able to tailor writing to various audiences
- Effectively communicates with key stakeholders, e.g., project officers, government officials
- Strong work ethic – able to maintain focus and commitment to a large volume of writing
- Experience working with confidential information and trained in PHIA and PIPEDA
- Meticulous attention to detail and extremely strong administrative skills
- Extremely efficient, excellent time management skills and always meets deadlines
- Can manage arising tasks with short turnaround, along with longer-term work
- Manages well in a high-pressure, high-stakes environment
- Experience working in a non-profit setting and/or in community-based work or research
- Software proficiency with MS Office, CRM (database) reports, data portals, Google doc
- Able to maintain several Excel databases, keeping them current and useable
- Knows how to manage multiple channels of communication well
- Strong interpersonal and cross-cultural communication skills
- Criminal record check and child abuse registry check
- Experiences that demonstrate the qualities and values IRCOM seeks for all our staff
[\(https://www.ircom.ca/about-us/work-here/\)](https://www.ircom.ca/about-us/work-here/)

DESIRED QUALIFICATIONS

- Experience in community-based research, quantitative and qualitative research methods
- Experience in program delivery/coordination in a not for profit setting
- Graduate degree or working towards
- Experience in coaching or training others to build writing and other technical skills
- Experience in graphic design and data visualization
- Direct or lived experience of refugee or immigrant communities

Hours of work: This is a full-time, 37.5 hours per week position. The primary work schedule will be from 9:00 am – 5:00 pm, Monday to Friday at the Ellen location.

Wage: \$26.54/Hour

Benefits: Group Insurance (Life, AD&D, LTD, Dental & Extended Health)
Paid Sick and Discretionary time
Employer paid RRSP contributions (beginning in 2nd year of employment)

Application Information and Process: All applicants must be legally entitled to work in Canada.

IRCOM as an organization seeks to reflect the community members it serves. We are committed to providing an inclusive, accessible environment, where all employees, volunteers, tenants and program participants feel valued, respected, safe and supported. IRCOM strives for employment equity. Interested applicants can identify themselves as belonging to any of the following groups: women, Indigenous peoples, visible minorities, and/or persons with a disability. We are dedicated to building a workforce that reflects the diversity of the communities we serve, and to creating an environment where every employee has the opportunity to reach their potential.

For further information, or to apply for this position please use the contact information below. When applying, please note that your cover letter and résumé must clearly indicate how you meet the qualifications.

HR - Selection Committee 95 Ellen Street
Winnipeg, Manitoba R3A 1S8
Email: hr@ircom.ca
Fax: 204-943-4810

Review of applications will begin at 12 pm noon on Monday, October 23 and will continue until the position has been filled

We thank all applicants for their interest. Only those advancing in the selection process will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you require an accommodation for the recruitment/interview process (including alternate formats of materials, accessible meeting rooms or other accommodation), please let us know and we will work with you to

meet your needs.