



# 2-SPIRITED PEOPLE OF THE 1<sup>st</sup> NATIONS

## **FULL TIME CONTRACT EMPLOYMENT OPPORTUNITY**

2-Spirited People of the 1<sup>st</sup> Nations provides prevention, education, and support for Two-Spirited, including First Nations, Metis and Inuit living with or at risk for HIV and related co-infections in the Greater Toronto Area. We base our work on Indigenous philosophies of wholistic health and wellness. Our future shows a strong healthy and independent Two-spirit community in Toronto where HIV infections are rare and Two-spirit people live with pride in their Indigenous heritage.

## **Funding and Proposal Consultant**

**Position: Funding and Proposal Consultant**

**Status: Full-time, Contract**

**Hours: 35 hours/week**

**Salary: \$80,000 Benefits included**

**Date Posted: July 12, 2023**

**Closing Date: July 20, 2023**

### **Position Description:**

As the successful candidate, you will be responsible for securing new funding opportunities through the development of proposals and grant applications that support the development of 2-Spirited People of the 1<sup>st</sup> Nations organization. The position will locate appropriate grants for ongoing, current, and future projects and present this information to 2-Spirited leadership. This includes, but is not limited to, researching, identifying, developing, recommending, monitoring, and responding to public and private funding opportunities. The position requires researching & assessing potential grant applications for their relevance to our organization and will involve writing compelling, strategic applications in a timely manner to meet grant deadlines.

## **Essential Duties and Responsibilities:**

- Embody anti-racist, anti-oppressive, equity-seeking practice in all aspects of work, including with partners, community members, committee members, 2-Spirits staff, stakeholders, networks, and others.
- Research potential grant opportunities from both public and private funding streams that align with the mission and values of 2-Spirited People of the 1<sup>st</sup> Nations.
- Assemble and submit grant applications that include all necessary components of funding proposals including, but not limited to, budgets, reference letters, proposals, strategy plans, etc in a timely manner.
- Develop, execute and monitor a fundraising strategy to meet or surpass fundraising targets for the agency.
- The position requires someone who has demonstrated experience and skills being personable, dynamic and creative in their written work, as well as within their verbal communications with external stakeholders.
- Serve as liaison to all funding agencies or organizations; maintain contact with funding organizations during the review of the submitted proposal or grant application to provide additional support.
- As documentation (e.g. financial statements, quotes, etc.) for a project comes in, you are responsible for filing and storing the documents appropriately on our system.
- The role demands very strong writing and editing skills. You will be responsible for drafting and editing complex funding proposals.
- Connect with grant-making foundations and organizations to solicit feedback, as well as build and maintain positive working relationships.
- Write progress reports as required by government agencies, foundations, and other funding/granting agencies.
- Maintain timelines for proposals and report back to funding sources in an accurate and timely manner.
- Other duties as required.

## **Qualifications:**

- Must have extensive experience working with Indigenous populations and a broad familiarity with Indigenous cultural and community perspectives across Ontario.
- Must have proven demonstration of understanding the range of issues facing Indigenous people in Ontario.
- A post-secondary degree in a Fundraising, Business, Social Services or 2+ year's experience in fundraising/grant writing experience.
- Self-motivated, committed individual with a track record of successful funding proposals to demonstrate expertise and to develop clear, compelling, and creative proposals.
- Highly organized, collaborative, and proactive, with the ability to effectively use independent judgment, and produce quality work within tight time constraints.
- Excellent verbal and written communication skills, including professional writing, public speaking, and presentations.
- Excellent organizational skills with strong attention to detail and the ability to meet deadlines while prioritizing and managing multiple projects.
- Resourcefulness, strategic thinking, creative problem solving.
- Experience in working with and developing budgets for non-profit organizations.
- Proficient with Microsoft Office, Excel and Zoom.
- Must be fluent in English: fluency in an Indigenous language and/or French language is an asset.

To be considered for this position, you must be passionate about the work we do, and share our organizational values. 2-Spirited People of the 1 Nations honours the lived experiences of Indigenous people and will take lived experience in consideration when determining the level of individual qualification. Please submit your resume and cover letter saved in the following format: **firstname.lastname (ie. John.Smith) to Human Resources, humanresources@2spirits.org with ATTN: FUNDINGCONSULTANT** in the subject line of your email by the closing date.

2-Spirited People of the 1<sup>a</sup> Nations is an equal opportunity employer, **Indigenous people including First Nations, Metis and Inuit, Two-Spirit people, Trans Folks and/or a person living with HIV or AIDS are encouraged to apply.** If you are contacted for an interview and require accommodation appropriate arrangements will be made to assist you through this process. We thank all applicants in advance for their interest; however only those selected for an interview will be contacted.

Closing date: **July 20, 2023**

Request for accommodations will be supported throughout the recruitment process. No telephone inquiries, only candidates chosen for an interview will be contacted.