Position: Grants Specialist (Part-time)

Reports to: Manager of Philanthropy & Community Giving

## RAVEN's Approach to Philanthropy

All members of RAVEN's philanthropy team are expected to advance an approach to fundraising that reflects the organization's values, relationships, and commitment to Indigenous sovereignty and self-determination. We recognize that philanthropy is not simply about generating revenue; it is about building relationships, redistributing resources, and supporting Indigenous Nations in advancing their rights, title, and responsibilities to their lands and waters.

RAVEN seeks to move beyond conventional donor-centric fundraising models and the assumption that established industry practices are universally appropriate or effective. We value trust-based, community-centred, reciprocal, and relationship-driven approaches that prioritize integrity, accountability, and shared purpose. We encourage thoughtful experimentation, critical reflection, and the reimagining of philanthropic practices where conventional approaches do not align with our values or the needs and priorities of the Indigenous Nations we support.

Every team member has a responsibility to bring curiosity, cultural humility, and sound judgment to their work; to remain engaged with evolving conversations in philanthropy; and to contribute to fundraising practices that are ethical, responsive, and grounded in RAVEN's values. We seek to build relationships in ways that honour the agency of donors and partners while ensuring that fundraising serves our mission rather than allowing fundraising conventions to dictate how we work.

## General Description of Position

The Grants Specialist is responsible for managing the full grant development cycle, from identifying and researching prospective funders through qualification, cultivation support, proposal development, solicitation coordination, and reporting.

Working under the direction of the Manager, Philanthropy & Community Giving, this role owns the day-to-day management of the grants portfolio and ensures that funding opportunities are identified, assessed, tracked, pursued, and stewarded in a timely and organized manner.

The Grants Specialist develops compelling proposals, letters of inquiry, applications, reports, and other funder materials that communicate RAVEN's work, impact, and philanthropic opportunities. They work collaboratively with the Philanthropy Department, RAVEN Grants Volunteers, and other colleagues to gather information, develop funding approaches, and maintain strong institutional relationships.

This role requires strong writing and research skills, sound project management, and a high degree of personal accountability. The Grants Specialist is responsible for maintaining the grants calendar, tracking due dates and requirements, adhering to RAVEN grant procedures for all grant outputs, and ensuring that grant-related activity and relationship information are accurately recorded in Salesforce and other applicable organizational systems.

## Knowledge, skills, and abilities required

1. Excellent writing, editing, research, and analytical skills.
2. Demonstrated ability to develop compelling funding proposals and reports.
3. Strong understanding of institutional philanthropy and grant development.
4. Ability to research and assess funders for alignment, eligibility, priorities, and funding potential.
5. Strong project management, due dates management, and organizational skills, including the ability to manage multiple due dates and maintain reliable tracking systems.
6. Ability to manage a full portfolio of grants opportunities from identification through reporting.
7. Ability to synthesize complex legal, environmental, Indigenous rights, and organizational information into clear and compelling narratives.
8. Strong attention to detail and commitment to accuracy.
9. Strong interpersonal and collaboration skills.
10. Commitment to relationship-centred, reciprocal, and values-aligned philanthropy.
11. Proficiency with Salesforce, Asana, and relevant research tools, or ability to learn these systems quickly.

## Experience Desired

A combination of any of the following experiences may be considered, and are weighed equally:  formal education, professional experience, lived experience, and community-based knowledge.

The successful candidate will ideally bring:

- Experience in grant writing, proposal development, institutional fundraising, research, and communications, or a related field.
- Experience identifying and researching foundation, corporate, or other institutional funding opportunities.
- Experience preparing and managing proposals, applications, and funder reports.
- Experience managing multiple funding due dates and maintaining accurate records.
- Experience working with Indigenous-led organizations, Indigenous communities, or rights-based initiatives is strongly valued.

## Primary Tasks and Areas of Responsibility

Funder Identification and Research

- Research and identify prospective foundations, corporations, and institutional funders aligned with RAVEN's work.
- Assess funder eligibility, funding priorities, application requirements, due dates, and potential fit.
- Maintain a prioritized list of prospective funding opportunities.
- Provide recommendations to the Manager, Philanthropy & Community Giving regarding which opportunities to pursue.
- Monitor changes in institutional funding priorities and identify emerging opportunities.

Grant Development and Solicitation

- Manage the full grant development cycle, from opportunity identification through proposal development, submission, and reporting.
- Attend virtual grant information webinars to gain information on institutional funding priorities and grant processes and potential alignment with RAVEN.
- Develop letters of inquiry, proposals, applications, budgets, and supporting materials in collaboration with relevant colleagues.
- Work with the Manager of Philanthropy & Community Giving and relevant organizational leaders to determine proposal approaches and secure required approvals.
- Coordinate submission requirements and ensure applications are complete, accurate, adhere to RAVEN grant procedures, and are submitted by established due dates.
- Track application status and coordinate appropriate follow-up with funders.
- Support cultivation and solicitation activities with institutional funders, in collaboration with the Manager of Philanthropy & Community Giving and other relevant colleagues.

Grant Tracking, Reporting, and Stewardship

- Own and maintain the grants calendar, including application due dates, reporting requirements, renewal dates, and follow-up commitments.
- Ensure all relevant prospect, opportunity, proposal, submission, funder interaction, decision, and reporting information is entered accurately and promptly into Salesforce and other required systems.
- Maintain organized records of proposals, funding agreements, reports, and related correspondence.
- Prepare interim and final reports in collaboration with relevant colleagues.
- Track funding restrictions, commitments, deliverables, and reporting obligations, escalating issues when necessary.
- Track grant spending and inform relevant colleagues when grants are either underspent or approaching spend out.

- Monitor upcoming renewals and identify opportunities for continued or increased institutional support.

Collaboration and Organizational Storytelling

- Ensure written materials reflect RAVEN's values, strategic priorities, and Indigenous-led approach.
- Work with the Director of Philanthropy and Manager of Philanthropy & Community Giving to align grant opportunities with institutional fundraising priorities.
- Collaborate with colleagues to develop accurate, compelling narratives about RAVEN's work and impact.
- Coordinate the gathering of program information, outcomes, stories, budgets, and other required inputs, including through attendance at recurring bi-weekly meetings.
- Coordinate with colleagues to avoid duplication and strengthen consistency across funding proposals and other philanthropic materials.
- Work with grants volunteers to delegate appropriate tasks and review outputs.

## Results and Outputs Expected for the Role

- A maintained, prioritized list of qualified institutional funding opportunities.
- Complete and accurate grant applications submitted by established due dates.
- A current grants calendar covering application, renewal, and reporting obligations.
- Accurate and timely Salesforce and Google Drive records for all relevant grant activity.
- Timely, complete, and high-quality funder reports.
- Clear tracking of application outcomes, funding commitments, restrictions, and renewal opportunities.
- Strong written materials that accurately communicate RAVEN's work and funding needs.
- Attendance at external grant information webinars and meetings with funders as well as internal recurring meetings.
- Regular updates to the Manager of Philanthropy & Community Giving on grant and proposal status, upcoming due dates, funding decisions, risks, and opportunities.
- Reliable end-to-end ownership of the grants portfolio, including proactive management of due dates and follow-up.

## Behaviours That Support Success in the Position

- Highly organized, proactive, and dependable.
- Takes ownership of due dates, systems, and follow-through.
- Communicates early when information, decisions, or approvals are needed.
- Exercises sound judgment in prioritizing opportunities.
- Produces accurate, thoughtful, and compelling written work.
- Approaches research and writing with curiosity, care, and respect.
- Works collaboratively while independently managing the grants portfolio.

- Identifies potential problems early and proposes solutions.
- Maintains strong records and treats tracking as an essential part of relationship management and organizational accountability.

## Salary range

$74,276.07 - $82,006.78 annually (pro rated to $42,438.33 - $46,825.43 for a 20 hour work week.

## Working conditions

1. This is a part-time (20 hours/week) remote position and involves working mainly indoors.
2. Occasional lifting of equipment such as computers, chairs, or comparable items up to fifteen (15) kilograms may be required, with accessibility assistance provided where appropriate and available.
3. Extended periods working at a computer will be expected. The work computer will be provided by RAVEN.

Disclaimer | This job description is meant as a general guide to the position and may not be inclusive of all responsibilities, expectations and conditions that arise during employment. From time to time this description will be reviewed and may be adjusted.