



Job Posting

FULL TIME EMPLOYMENT - GRANT WRITER/RESEARCHER

The Kw'umut Lelum Foundation is led and stewarded by nine Coast Salish Nations: Halalt, Lyackson, Málexeł, Penelakut, Qualicum, Snaw-naw-as, Snuneymuxw, Stz'uminus and Ts'uubaa-asatx. Our Nation territories extend across the coast of the Salish Sea on mid-Vancouver Island from Qualicum in the North to Malahat in the South – a distance of over 145 kilometers. The 9 Nations are connected by shared values and relations, language (Hul'qumi'num), and a worldview that recognizes the interconnectedness and spirit within all things.

Under supervision of the KL Foundation Executive Director, the Grant Writer/Researcher position is focused on key activities to support KL Foundation's grant writing cycle upholding KL's vision, values and purpose.

GENERAL JOB DUTIES AND TASKS:

The Grant Writer/Researcher role will be to successfully write and submit grant proposals and applications to foundations, corporations and/or government. Responsibilities include identifying prospective funders; writing concept briefs, grant proposals, ensuring accurate database records, interim and final reports, developing evaluation methods grounded in Coast Salish philosophy to share the stories of impact to communities, donors, and partners in Indigenous philanthropy. The Grant Writer/Researcher must be detail-oriented, collaborative, and proactive, use independent judgment, and produce quality work within tight time constraints.

STAFFING CRITERIA

Cultural Knowledge:

- Knowledge of the unique and diverse traditional practices of the Coast Salish (Hwulmuxw Mustimuxw) an asset.

Education and Experience

- Bachelor's degree in English, communications, creative writing or a related area (master's degree preferred)
- A minimum of two years' experience in grant writing
- Investigation of web-sites and grant portals seeking out potential funding sources
- Indigenous lived experience and ability to write from an Indigenous worldview
- Excellent knowledge of proposal submissions (on the job-training and mentorship is possible)



Skills and Abilities

- Write impact stories that amplify Indigenous voice and are strength focused
- Knowledge of Indigenous methodologies and experience in applying them
- Ability to study and understand programs and funding requirements of the organization
- Capacity to articulate Indigenous values and principles in grant applications
- Ability to balance working collaboratively while working independently to take initiative on projects
- Strong research skills and knowledge of information sources
- Multitasking, organizational and time management skills
- Ability to handle confidential matters with utmost integrity

CLOSES March 31, 2023

Please send cover letter and resume to SHobenshield@klfoundation.ca