



Nova Scotia Native Women's Association

JOB POSTING

Proposal Writer

Location: 835 Willow Street, Truro, NS

The Nova Scotia Native Women's Association (NSNWA) has been in existence since 1972. The NSNWA is a non-profit organization representing approximately 8,000 women in Nova Scotia. The NSNWA was formed to address the social, political, emotional, health concerns and aspirations of Mi'kmaq women. The NSNWA is growing quickly and is seeking a highly motivated and experienced individual to fill the role of a **Proposal Writer**.

The proposal writer will draft documents aimed at persuading funders to financially support identified projects of the NSNWA and will report directly to the Executive Director.

RESPONSIBILITIES/DUTIES:

- Research and keep up to date on all calls for proposals from funders and keep NSNWA staff and chapters up to date on all opportunities
- Develop templates for proposals to maintain a sense of consistency within the NSNWA
- With limited supervision and guidance, develop, review and edit proposal content, work with the proposal team to draft tailored content to create proposals that are customized to funders and the needs of the NSNWA
- Coordinate the proposal preparation and submission, including working with identified team members to develop proposal content, graphics and visuals.
- Organize and keep minutes of all proposal meetings and debriefings as needed
- Demonstrate an ability to sift through a discussion, extracting the most significant information and action items
- Edit and revise proposals according to notes given by staff and team members
- Read and edit proposal content for spelling, grammar, consistency, and compliance with funding applications
- Ability to work with identified staff members to assemble materials and manage the entire proposal process from development, submission to delivery



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- Lead the proposal reporting
- Set internal deadlines for content submissions and arrange for reviews
- Create a database to track all proposal information to keep track of weekly, monthly, and quarterly reporting requirements and other information and ensure that the data is accurate and updated in real-time
- Actively share best practices and serve as a training resource in proposal writing for the NSNWA staff, Chapters, and subsidiaries
- Keep track of and meet proposal deadlines and deliverables
- Work as part of a team to offer suggestions for improvements or ways to streamline the proposal process
- Give presentations to the board and executive board
- Ability to manage stress, including creating and implementing a self care plan
- Be honest, trustworthy, respectful, motivating, reliable, enthusiastic, and flexible
- Strong social skills with the ability to operate with diplomacy, tact, and empathy
- Demonstrate sound work ethics
- Other related duties as requested.

QUALIFICATIONS

- Bachelor's degree.
- Proven successful proposal writing.
- Experience working with and an established network of Mi'kmaq organizations and nonindigenous service providers.
- Knowledge, awareness, ability to work with and sensitivity to Indigenous people and culture, an understanding of the historical and current issues and knowledge of indigenous communities and organizations in Nova Scotia and the services they provide, both on and off reserve.
- Ability to effectively communicate in both oral and written form paying attention to details and accuracy.
- Strong computer literacy skills including experience working with word, excel and video communications such as zoom etc. and other office equipment.
- Strong time management, organizational skills, including the ability to efficiently prioritize and manage multiple tasks.



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- Proven ability to complete projects according to outlined scope, budget, and timeline.
- Proven ability to be a team player with experience working with others to develop a timeline, create schedules, and oversee progress to make sure goals are met on time.
- Ability to manage complex and highly confidential information and maintain strict confidentiality.
- Ability to proactively identify issues, adapt and recommend suitable solutions.
- Ability to work with vulnerable populations.
- Ability to work independently with minimal supervision and be a team player.
- Valid driver's license, reliable vehicle, and the ability to travel throughout the province including overnight stays.
- Criminal Record Check – Vulnerable Sector and Child Abuse Registry.
- Other related duties as required

Please submit resume and cover letter which clearly outlines all minimum requirements of this position. Only candidates who meet the minimum eligibility requirements will be contacted for an interview.

Application Deadline:

September 26th, 2022

Salary: \$50,000/yr, with option to work remotely.

Please submit resume and cover letter to:

Human Resources at the Nova Scotia Native Women's Association

Email: humanresources@nsnwa.net