



Muskoday First Nation Employment Opportunity

Grant/Proposal Writer

Reports To

MFN Chief Executive Officer

The Position

The incumbent will access financial resources in response to First Nation needs in our various departments and will be committed to creating positive community relations for MFN. This is a TERM Full Time Position.

Competencies

- Identifying grant opportunities.
- Well experienced in proposal processes.
- Ability to meet deadlines.
- Working in both independent spaces and within a positive team structure.
- * Creating sound and credible proposals.
- * Excellent writing Skills.
- * Well organized.

Responsibilities:

- Research and identify grant opportunities from industry, non-profit agencies, provincial/federal government, and other funding sources.
- Research & identify grant opportunities based on funding amount needed, location, & organization project needs.
- Participate in proposal strategy planning and execution with project stakeholders.
- Prepares proposals by determining concepts, gathering, and formatting information, writing drafts, and obtaining approvals.
- Determines proposal concept by identifying and clarifying opportunities and needs, studying requests for proposal (RFPs), and attending strategy meetings.
- Collaborate with technical staff, subject matter experts, and consultants to contribute original, compliant proposal content.
- Maintaining proficient knowledge of the organization's history and programs.
- Creating and maintaining communications channels to the community about MFN's projects and programs.
- Drafts content related to grant partners for general external communications such as newsletter articles, blog posts, and social media content.
- Working with our leadership team to ensure we have enough capital each year.
- Applying for grants from various sources on a regular monthly basis.
- Provide timely reports to grantors.
- Point of contact for grants and proposals.
- Maintain accurate and timely communications of all proposal status and reviews.
- Meets proposal deadline by establishing priorities and target dates for information gathering writing, review, approval, and transmittal.
- Provide grant/proposal status information to review meetings.
- Coordinating submissions and collections and identifying and communicating risks associated with proposals.
- Develops proposal by assembling information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance, and evaluation.
- Writes, revise, and edits drafts including executive summaries, conclusions, and organization credentials.
- Prepares presentation by evaluating text, graphics, and binding and coordinating print.
- Maintains quality results by using templates; following proposal-writing standards including readability, consistency, and tone; maintaining proposal support databases.
- Obtains approvals by reviewing proposals with key providers and project managers.
- Improves proposal-writing results by evaluating and re-designing processes, approach, coordination, and boilerplate.
- Work both independently and with our team to ensure submissions are high-quality proposals.

Knowledge, Skills & Abilities:

- Ability to research, analyze, and investigate diverse requirements.
- Knowledge of government acquisition set-asides.
- Knowledge of MS Word, Excel, PowerPoint, proficient ability to enter and manipulate data.
- Can produce and demonstrate professional writing and requirements for formatting documents, presentations, and other materials.
- Ability to interview subject matter experts.
- Ability to access, create, edit, and review documents and submission forms to verify completeness, correctness, consistency, and compliance with standards; creating tables, charts, graphs, or diagrams to organize information.
- Possess the ability to synthesize the information provided by subject matter experts, and obtained through meetings, conferences, and other forums.
- Possess the ability to produce clear, accurate, grammatically correct, convincing, and compelling written expression.
- Presentation skills.
- Excellent written communication.
- Technical documentation.
- Problem solving.
- Deadline-oriented.
- Coordination.
- Able to work both independently and with a team.

Education and Experience Requirements:

- Post-secondary education in Journalism, Business Communications, or related field.
- Two (2) years of proposal management experience.
- Two (2) years of experience in technical writing.
- Experience writing grants for non-profit organizations.
- Experience with philanthropic organizations.
- Experience with fundraising, charities, and nonprofits is an asset.

Conditions:

- Term Full-Time (37.5 hours/week) - possible after-hours work involved.
- Highly organized with excellent time management ability.
- May be highly demanding at times.
- Ability to work independently:
- Travel required.
- Fast-paced workload.
- Preference is given to those qualified and that can work in Muskoday First Nation.
- Must submit a clear and current Criminal Record Check.

Deadline – April 24th, 2026 at 4:30pm

Application Instructions:

Please apply with a cover letter, resume and two (3) professional references (preferably former supervisors) to:

Email to: resume@muskodayfn.ca

Attention Ernie Dreaver – Human Resources Officer

In your cover letter, please answer the following question(s):

- What percentage of proposals or grants that you have submitted have proceeded to a short list phase, if applicable?
- Of the proposals/grants you have been shortlisted for, what percentage were awarded, if applicable?
- What is the dollar value of the largest grant or proposal you have written?
- What do you believe are the three most critical factors when submitting a proposal for a grant or RFP?
- What does your proposal writing process look like?

Acknowledgement And Agreement

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

I acknowledge that I have received and reviewed this job description.

I agree with this job description _____

I disagree with this job description _____ +

Name: _____

Signature: _____

Date: _____

Witness: _____