

WOMEN BUILDING FUTURES STEWARDSHIP & PROPOSAL COORDINATOR

The Stewardship & Proposal Coordinator will be actively involved in leading proposals from the research stages to the proposal end. The position will lead all stewardship activities and events as well as be the liaison internally and externally to drive these forward. If these are your strengths and experience, and you are looking to be a part of an organization that changes lives...then YOU GOT THIS!

Key Responsibilities

- Develop and manage the proposal/contract process end to end.
- Liaise with all departments to offer expertise and feedback on any of their proposal work as requested; use strong interpersonal and listening skills to identify opportunities for improvement and greater consistency.
- Oversee internal processes for cross department coordination of impact reporting for funders.
- Implement stewardship and recognition strategies across all donor levels and types, inclusive of our regional partners.
- Research grant and community investment proposal trends pertinent to WBF's stakeholders; research key audiences if/as required.
- Attend meetings with WBF leaders to obtain a first-hand 'feel' for stakeholder needs.
- Lead the execution of stewardship activities and events for Women Building Futures.
- Participate in all safety initiatives, as required or assigned, to support safety.
- Participate in special projects/other related duties as may be required to ensure success of Women Building Futures.

Education & Experience

- 2 years minimum of demonstrated and proven industry relations/business development/relationship management experience in the construction industry, trades, or related environment.
- Experience creating and implementing proposal / contract management processes. (both public and private funders).
- Writing and Communications experience.
- Experience with Non-Profit reporting a considerable asset.
- Project management experience.
- Post-Secondary education in Business, Commerce or Marketing.
- Evidence of ongoing learning - project management, office administration, online platforms etc.
- Strong interpersonal and communication skills – written and verbal.
- Demonstrated ability to implement strategies that strengthen long-term relationships.
- Ability to solve problems independently.
- Highly organized with expert abilities to multitask, prioritize and meet time sensitive deadlines while maintaining accuracy and strict confidentiality.
- Advanced computer skills with proficiency in all facets of MS Office + databases, CRM, online platforms.
- Report writing and editing skills.

This is a full-time, 18 month contract position.

Interested applicants can e-mail their cover letter and resume to careers@womenbuildingfutures.com.

Please note only short listed candidates will be contacted.

Open until May 8, 2019