



Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations Government

GRANT WRITER (GW)

The KCFN is a rapidly growing, modern treaty, nations government and we need to add a top-notch Grant Writer (GW) to our Finance Team!

Reporting to the Chief Financial Officer (CFO) or the Finance Manager (FM), the Grant Writer is responsible for researching, writing and submitting proposals for grants to fund projects, initiatives and new programs for the KCFN Government. The GW generally works closely with department directors and managers to understand project needs, develop proposals and ensure compliance with grant guidelines. Strong writing, research and communication skills are essential, along with the ability to manage deadlines and budgets effectively.

This position is dependent on funding and the budgetary limitations of KCFN.

DUTIES & RESPONSIBILITIES

The duties & responsibilities of GWs include (but are not limited to):

- Develop Identify and pursue grant opportunities that align with KCFN's mission, programs, and funding priorities
- Collaborate with internal teams to develop clear, outcome-based proposals, including narratives, budgets, and supporting documents
- Write and submit compelling grant applications and manage the full application process from start to finish
- Track deadlines, submissions, and reporting requirements in a centralized database
- Prepare timely and accurate reports to funders on project outcomes, expenditures, and compliance
- Monitor funded projects to ensure alignment with grant terms and flag potential compliance issues (e.g. claw-backs) to Finance
- Build and maintain positive relationships with funders to support future opportunities
- Stay informed on funding trends and best practices to strengthen grant strategy and success
- Support related fundraising and reporting efforts as needed

EDUCATION & EXPERIENCE

- Diploma or degree in a relevant field (e.g. Communications, Public or Non-Profit Administration, Business)

- Proven experience in grant writing, project coordination, and/or fundraising—preferably in a First Nations or non-profit setting
- Proficient in Office 365, Google Docs, Adobe, and familiar with grant management software
- Strong writing, editing, organizational, and analytical skills with the ability to manage multiple priorities and meet deadlines
- Self-motivated team player with excellent interpersonal skills and a high level of professionalism and integrity
- Flexible availability (occasional evenings/weekends) and an understanding of Nuuchahnulth culture is considered an asset

OTHER

- Willing and able to travel regionally (including by boat, plane, or remote roads); some overnight travel - *Required*
- Valid Class 5 driver's license, clean driver's abstract, and reliable vehicle
- Current WHMIS, First Aid, and Violence & Harassment Prevention Training (or willingness to obtain)
- Must follow all applicable KCFN, provincial, and federal laws, including occupational health and safety regulations
- Must adhere to all current and future KCFN policies and procedures
- Acceptable Police Information Check - *Required*

DATE POSTED: July 31/25

START DATE: ASAP

STATUS: F/T, Permanent

CLOSING DATE & TIME: Open until filled

WAGE: \$55,000 to \$75,000 per annum

BASED OUT OF: Campbell River or Hupsitas

TO APPLY: E-mail cover letter & resume to: *Madelyn Mason, Human Resources Generalist*, at madelynm@kcfirstnations.com citing "GW" in the subject heading of your e-mail.

In accordance with the Canadian Human Rights Act, preference may be given to Indigenous applicants.

We thank all those who apply, however only those shortlisted will be contacted for interviews.