



# *after* BREAST CANCER

Charity #849225040 RR0001

**Position:** Grant Writer Volunteer  
**Time Commitment:** Flexible schedule with ability to work remotely as needed  
**Location:** 1292 St. Clair Avenue West, Toronto, ON M6E 1C1

## **Position Summary:**

The Grant Writing Coordinator helps us sustain and grow *after* BREAST CANCER's mandate. Your core focus will be to assist with the identification of appropriate grantors and the execution and submission of grant requests. You will elevate your research competence into full gear by sourcing funding opportunities within fixed guidelines, initiating and maintaining contact with foundations and writing grants for eligible funding.

## **Tasks and Responsibilities:**

- Draft full grant proposals for submission
- Write content and blog post for the website
- Rewrite and write passionate promotion messaging geared toward donors
- Write compelling call to action membership content
- Assist with the management of grant materials and information packets
- Assist in the compliance and reporting requirements for grantors/funders
- Other duties as required.

## **Qualifications:**

- Demonstrated experience in grant writing, copywriting, editing, journalism or equivalent field of work
- Education in Fundraising Management, English, Journalism, Non-profit Management, Business Administration, International Development, or equivalent field of study
- Demonstrated ability to successfully manage multiple projects and deadlines, completing projects on time with professionalism
- Knowledge of and/or broad exposure to non-profit fund development
- Ability to perform to a high level independently as well as with a team
- Strong work ethic, self-motivated.

**Start Date:** Immediately

**Term:** Volunteers MUST work a minimum of 10 hours a week for 5 months consecutively

**Remuneration:** Transportation costs to and from (public transit only)



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## What's In It for You? Benefits and Opportunities:

### Connections/Networking:

- Expand your professional and personal network

### Growth/Development:

- Enhance core competencies: *planning, managing and evaluating programs (may include)*
  - Identify methods of locating funding sources
  - Identify techniques to learn about specific funders
  - Familiarization with organizational cultures, values, decision-making processes, and norms on the pursuit of grant opportunities
  - Interpret grant application request for proposal (RFP) guidelines and requirements to accurately assess funder intent
  - Identify methods of relationship cultivation, communication, recognition, and stewardship that might appeal to specific funders.
- Gain expertise working within a non-profit organization
- A great place to gain valuable work experience for placement / transitional opportunities while contributing to **after** BREAST CANCER's vision of creating a future to make a difference one woman/one survivor at a time.

## About **after** BREAST CANCER:

### Our Vision

Our Vision Is To Make A Difference...**ONE Woman / ONE Graduate At A Time**

### Our Mission Statement

**after** BREAST CANCER is a Canadian Charity incorporated with the following objectives:

- To provide resources that contribute to a woman's Quality of Life (QOL) after breast cancer.
- To provide women with limited financial resources and NO insurance with mastectomy bras, mastectomy camisoles and breast prostheses at **no cost** to them after breast removal surgery (mastectomy or lumpectomy).
- To identify underserved areas in breast cancer survivorship that lack resources and provide evidence based information that can facilitate informed decision making on issues related to breast cancer survivorship.

## Ready to Join the Team?

We encourage all interested individuals to submit a cover letter supporting how your qualifications make you the ideal candidate for this volunteer intern position.

**Application Process:** Please quote: **Grant Writer** on the subject line, complete our application form and attach your cover letter and resume (or link to your LinkedIn profile) attention: Human Resources Director at: [hr@afterbreastcancer.ca](mailto:hr@afterbreastcancer.ca).

*We thank all those applicants that may apply. For more information about our organization and our cause, please visit our website at: <http://afterbreastcancer.ca/>*