



# PROPOSAL WRITER

TEMPORARY FULL-TIME POSITION FOR 12 MONTHS

LOCATION: Remote

EXTENDED: Posting will remain open until filled and will close without notice

## ABOUT MÉTIS NATION BRITISH COLUMBIA

Métis Nation British Columbia (MNBC) develops and enhances opportunities for our Métis communities by implementing culturally relevant social and economic programs and services. Through teamwork, respect, dedication, accountability, integrity, and professionalism, MNBC strives to build a proud, self-governing, sustainable Nation in recognition of inherent rights for our Métis citizens, assisting in the delivery of services based on policy, process, and specified regulations.

MNBC offers competitive wages, a comprehensive benefit package or health-care spending account, and enrollment in the Municipal Pension Plan after three (3) months.

## ABOUT THE OPPORTUNITY

We are seeking a highly motivated, team-orientated individual to join our MNBC team as a **Proposal Writer**.

Reporting to the Senior Director of Capacity Development the primary objective of the role is to write proposals for all ministries and departments within MNBC.

## KEY DUTIES AND RESPONSIBILITIES

- Write and review proposals and grants by determining concept, gathering, and formatting all information, writing drafts, and obtaining approvals with Senior Director of Capacity Development
- Determine proposal concept by researching available identifying and clarifying opportunities and needs
- Meet proposal deadline by establishing priorities and target dates for information gathering, writing, review, approval, and transmittal.
- Track proposal data and progress, and keep Senior Director apprised of all pertinent deadlines, timelines, and issues
- Gather proposal information by researching opportunities, identifying sources of information, coordinating submissions and collections, and identifying and communicating risks associated with proposals.

- Develop proposal by assembling information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance, and evaluation.
- Write, revise, and edit drafts including executive summaries, conclusions, and organization credentials.
- Maintain quality results by using templates and following proposal-writing standards including readability, consistency, and tone; maintaining proposal support databases; developing resources and tools to assist MNBC in grant writing.
- Make suggestions for improving proposal-writing results by evaluating and re-designing processes, approach, and coordination
- Updates job knowledge by participating in educational opportunities and maintaining personal networks.
- Accomplish organization goals by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to job accomplishments.
- Collaborate with other MNBC Senior Directors on interdisciplinary funding opportunities, as needed

#### **THE IDEAL CANDIDATE**

- Bachelor's Degree in English, Communications, Journalism, or related field
- Minimum of three (3) years of experience in a communications or proposal writing role, or related field
- Combination of relevant experience, education, and training will be considered
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Ability to write and edit project summaries and other supporting information
- High attention to detail required
- Able to work in a fast-paced, high-pressure environment
- Strong time management and task prioritization skills required to ensure timely submittal of proposals
- Knowledge of Adobe Acrobat Professional and Photoshop
- Excellent research skills, and demonstrated ability to effectively communicate both verbally and in writing
- Knowledge or skill in graphic design, an asset
- Ability to lead, problem solve, and utilize team-building skills
- Proven ability to utilize strong interpersonal skills to deal with others effectively
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision
- Proven ability to utilize, adapt and embrace new technologies, including Word, Excel and other database/software required by the role

## **OTHER COMMENTS**

- Other duties may be assigned as needed to help ensure the efficient operation of MNBC
- There will be a need to attend meetings and events which may require work and travel outside of the normal business hours
- Ability to provide a satisfactory Criminal Record Check
- Valid BC Class 5 Driver's license and access to reliable personal vehicle for work purposes

*The above requirements are what MNBC is seeking in the ideal incumbent at the time of posting and are subject to change based on needs.*

*Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants who self-identify as Aboriginal (First Nation, Métis or Inuit). All qualified candidates are encouraged to apply.*

**Using Proposal Writer in the subject line of your email, please send your resume and cover letter to:**

Katie Trace  
Senior Director of Capacity Development  
Métis Nation British Columbia  
Email: [ktrace@mNBC.ca](mailto:ktrace@mNBC.ca)