

## The Opportunity

*Do you want to be part of a strong, visionary team that is forging a new path at the intersection of business, philanthropy and community development? Are you looking to contribute your talents to one of North America's most exciting and creative enterprises?*

*With an enduring commitment to Fogo Island, Shorefast is broadening its mission to serve community wellbeing across Canada by building and sharing new models of economic development that support nature and culture.*

**Job Title:** Grant Officer  
(Full Time, Permanent)

**Location:** Toronto or Ottawa

### **Key Responsibilities**

Reporting to the VP, Philanthropy & Engagement, the new position of Grant Officer is a revenue generating role, securing foundation, government and corporate contributions to support Shorefast's mission.

#### **Prospect Research:**

- Researches granting opportunities to generate qualified prospect leads to increase fundraising revenue and grow donor base across all fundraising areas (online research; financial and foundation databases; regular review of major news publications)
- Prepares targeted prospect lists, profiles (giving history, affiliations, interests), prospect call sheets and briefing notes to inform fundraising strategies and prepare colleagues for contacting, cultivating, and soliciting prospects

#### **Relationship Management:**

- Cultivates relationships with existing and prospective donors
- With input from key content leads across Shorefast, writes compelling and highly-customized communications (proposals; grant applications; case for support) to engage existing and prospective donors in Shorefast's mission and inspire support
- With the VP, Philanthropy & Engagement, develops innovative and meaningful stewardship touch-points to engage donors of all levels and types
- Ensures that funding is used in accordance with grant requirements and is reported on in a timely and engaging manner
- Drafts and prepares donor correspondence and acknowledgement communications for signature by program leads, senior staff or volunteers (solicitation, thank you and stewardship letters)
- Supports the Fundraising Committee as needed

#### **Administration:**

- Tracks grant eligibility and associated deadlines for application and reporting
- Develops and maintains donor and prospect records in the database, including updates to constituent records, prospect interests, and records of cultivation, solicitation and stewardship activities
- Develops best practices in managing donor information in the database and leads compliance across Shorefast
- Maintains complete donor and prospect records including executed letters of agreement, proposals, receipts and correspondence
- Tracks and monitors fundraising expenses and revenues
- Manages the production of high-quality communication pieces on deadline (research and information gathering, writing, editing, approval, design)
- Support CEO and VP, Philanthropy & Engagement as needed

### **Skills and Experience**

#### ***Training & Experience***

- 2 - 4 years of directly related experience in a fundraising environment

- Post-secondary degree (BA) or equivalent experience
- Proven track record of success in donor communications, especially proposal and grant writing proven success in securing grants
- Demonstrated understanding of and commitment to relationship management
- Experience in prospect research and donor stewardship

### ***Position Specific Skills***

- Strong knowledge of research funding opportunities, eligibility criteria, approaches to funding challenges, budget management, and required elements for grant applications
- Well-developed verbal and written communication skills.
- Demonstrated project management skills, detail oriented and proactive in anticipating and managing multiple and changing priorities
- Well-developed donor and stakeholder relations skills with experience interfacing with major donors, senior volunteers and staff
- Comprehensive understanding of donor database fundamentals.
- Demonstrated knowledge and experience in applicable computer programs such as Microsoft Office, Excel, Outlook, and Power Point
- Well-developed administrative, analytical, organizational and time management skills.

### ***Personal Skills & Interests***

- Excellent interpersonal skills and a demonstrated capacity to build effective relationships with diverse stakeholder groups
- An enthusiastic self-starter with the ability to work independently and as a member of a team
- Demonstrated ability to manage multiple priorities and meet deadlines
- Ability to handle confidential/sensitive information
- Proven skills in fostering a culture of philanthropy
- Interest in social business and community economics an asset

### **Compensation and Benefits**

- Competitive Salary and Benefits package
- Great organizational culture
- Opportunities to advance

### **About our Organization**

Shorefast was established to build cultural and economic resilience on Fogo Island, Newfoundland, and serve community wellbeing by building and sharing new models of economic development that support nature and culture.

At the heart of our work is the belief that a healthy community starts with a strong community economy. Shorefast operates a social enterprise model where surpluses from business activity flow through the Charity and are reinvested in community programs. Shorefast is a leader in this emerging space, creating not-just-for-profit businesses that maximize return on sacred capital (natural, social, cultural) alongside economic capital. Entities under this unique corporate structure include Shorefast (registered charity) and Fogo Island Arts (contemporary art residency programme), alongside social business ventures including Fogo Island Inn, Fogo Island Shop and Fogo Island Fish. The goal is to create a next generation economy of strong, resilient communities – a global network of deeply local places.

### **Contact Us**

Please submit a cover letter and resume to [careers@shorefast.org](mailto:careers@shorefast.org) using the subject line **“Grant Officer”**.  
Deadline for Applications: **June 5, 2020**.

Questions about this position may be directed to: Jane Hilton ([janehilton@shorefast.org](mailto:janehilton@shorefast.org)) No phone calls, please.  
For further information visit:

[www.shorefast.org](http://www.shorefast.org) | [www.fogoislandinn.ca](http://www.fogoislandinn.ca) | [www.fogoislandarts.ca](http://www.fogoislandarts.ca) | [www.fogoislandshop.ca](http://www.fogoislandshop.ca)