

Lytton First Nation

EMPLOYMENT OPPORTUNITY

Grant Writer

The **Lytton First Nation (LFN)** is recruiting a dedicated **Grant Writer** to write grant proposals for our organization. The Grant Writer will write coherent, organized, and compelling proposals that is collaborative and entails respectful working relations with First Nations, and government/provincial agencies. The Grant writer is responsible to have proficient knowledge of sourcing out various grants, provincially, federally, as well efficient with reporting requirements and follow through. The successful applicant will work on grant applications for projects related to infrastructure, social development, culture, heritage, economic development, lands, and other areas.

General Duties:

- Develop relationships and collaborating with key funders and stakeholders
- Display adherence to LFN's Vision and Mission statement
- Maintain proficient knowledge of LFN values and traditions and programs
- Assist with the execution of the LFN department needs and strategy
- Identify grant funding opportunities
- Write, submit and manage grant proposals
- Research prospective funders, and submit all supporting documents needed
- Collaborate with LFN Administrator on all submissions and reports
- Maintain records in hard copies and computer databases
- Maintain a system to track projects and grant applications, including deadlines, application requirements, budgets, and reporting requirements
- Submit reports to granting organizations following the completion of projects

JOB SKILLS EXPERIENCE AND OTHER REQUIREMENTS:

- Bachelor's degree in creative writing, business management or related field
- 2 + years of grant writing experience
- Experience in fiscal management, budgeting, and reporting
- Experience in proposal writing and knowledge of funding sources
- Strong technical skills and ability to work as a member of a multi-disciplinary team
- Strong people and organizational skills
- Ability to work independently and meet deadlines
- Computer applications expertise, e.g., MS Office, Excel, Power Point, Adobe Pro
- Able to prepare comprehensive reports to satisfy the needs of various agencies



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Lytton, BC
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PHONE 250.455.2304 Ext.
EMAIL Crystal.prince@lfn.band
WEBSITE www.lfn.band

- Valid driver's licence and a reliable vehicle
- Submit a Criminal Record Check, and a Vulnerable Sector Search

SKILLS AND COMPETENCIES:

- Strategic planning skills and time management skills
- Thorough knowledge of all federal, provincial, and other funding sources and reporting requirements
- General knowledge of the culture, values, and traditions on the Nlaka'pamux Nation an asset

Open until filled

Apply with cover letter, resume, and 3 current references to:

jobs@lfn.band

Attention: Human Resources Manager

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