

## Job Opportunity

### Grant Proposal Specialist and Policy Writer

(1-Year Contract, Full-time)

The City of Summerside is seeking a highly organized and detail-oriented professional to join our team on a one-year term contract (40 hours per week) as Grant Proposal Specialist and Policy Writer. Reporting to the Chief Administrative Officer, this hybrid role focuses on identifying and securing funding through grants and developing clear, strategic policies aligned with the City's goals.

The ideal candidate will have strong research and writing skills, a thorough understanding of government and nonprofit funding landscapes, and experience crafting successful proposals and policy documents. This role offers the opportunity to directly support the City's key initiatives and long-term planning efforts.

#### **Duties include:**

##### **Grant Proposal Development**

- Research and identify suitable funding opportunities from government programs, foundations, and other sources.
- Build and maintain relationships with potential funders.
- Write compelling, accurate, and tailored grant proposals that align with funder priorities and the City's objectives.
- Collaborate with internal stakeholders to gather necessary documentation and ensure alignment with strategic plans.
- Prepare detailed budgets and supporting financial materials for proposals.
- Ensure all proposals meet funder and regulatory guidelines and are submitted on time.
- Support post-award processes, including reporting, compliance tracking, and grant file maintenance.
- Monitor and evaluate success rates and adjust strategies accordingly.

##### **Policy Development**

- Draft, review, and update City policies to ensure alignment with municipal bylaws, provincial/federal regulations, and best practices.
- Consult with department heads and stakeholders to ensure policies reflect organizational needs.
- Research evolving legislation, regulations, and trends that impact municipal policy.
- Provide recommendations to improve current policies or address emerging needs.



### **Required Qualifications and Competencies:**

- Bachelor's degree in English, Communications, Public Policy, Nonprofit Management, or related field; master's degree considered an asset.
- 2–3 years of proven experience in grant writing or related work, with a successful track record.
- Strong knowledge of grant funding sources (government, foundation, corporate) and grant processes.
- Excellent writing, editing, and proofreading skills with keen attention to detail.
- Strong analytical skills with the ability to translate complex information into clear, persuasive writing.
- Demonstrated experience drafting and implementing policies in a public or nonprofit setting.
- Excellent time management and project coordination skills; ability to manage multiple priorities and meet tight deadlines.
- Proficiency in Microsoft Office Suite; experience with grant research databases or management software is an asset.
- Strong interpersonal skills and the ability to work independently or collaboratively in a fast-paced environment.
- Bilingual skills would be considered an asset.

**Salary Range:** \$70,000-\$75,000 considering experience and qualifications.

Applicants are invited to submit a confidential **cover letter & resume** outlining their qualifications and reasons for interest in the position via email with "Grant Proposal Specialist and Policy Writer" in the subject line to: [jobs@summerside.ca](mailto:jobs@summerside.ca)

**Deadline to apply is Monday, April 28 at 12:00pm**

We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.