

WE ARE ACCEPTING APPLICATIONS FOR:

## **GRANT WRITER**

### **Corporate Services - Finance**

This position is the subject matter expert advisor in Grant Writing. This position is responsible for the life cycle of grant revenue development for the City of Brandon. Priorities for this position includes identifying, creating opportunities for, leading the development of, and writing of grant proposals, as well as fulfilling grant reporting requirements in collaboration with departments. This position will act as the point of contact for funding bodies and for overall consistency and coordination of grant applications for the city. Coordination includes strategic planning and oversight to ensure maximum value to the city including providing accountabilities, recommendations, and updates to the executive team on a periodic basis.

#### **MANDATORY QUALIFICATIONS & EXPERIENCE**

- Grade 12, G.E.D., C.A.E.C., or Mature High School Diploma.
- Successful completion of a bachelor's degree in business or related field.
- Five (5) years of related senior experience in grant revenue development, growth revenue strategies in a large complex organization, preferably in a government setting.

#### **PREFERRED QUALIFICATIONS & EXPERIENCE**

- A combination of education and experience may be considered.

**NOTE:** The qualifications are not intended to limit the opportunities for interested candidates but provide the candidates with an understanding of the level of expertise required in this position.

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#### **Competition #240077**

Please Apply with a Cover Letter and Resume online at:  
<http://jobbank.brandon.ca>

**Posted on:** July 9, 2024

**Application Deadline:** 11:59 PM on August 6, 2024

This opportunity is open to all applicants; however, first consideration will be given to current City of Brandon CUPE employees.

The selection process for this competition will include testing and an interview.

The City of Brandon reserves the right to underfill this position.

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**Rate of Pay:** \$38.02 – 39.94 per hour. (2023 Rate)

**Position Conditions:** This is a full-time, permanent position of 36.25 hours per week.

**NOTE:** Successful applicants must pass a Police Criminal Record Check.

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*The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation.*

*If you are interested in finding out more about the City of Brandon job opportunities as soon as they are posted, please follow us on Facebook or Twitter!*