



Job Posting
Project & Grant Coordinator
The Couchiching Conservancy

Reports to: Executive Director

Location: Orillia, Ontario

Duration: Permanent, Full-Time

Salary & Benefits: \$50,000 per year, with health benefits and pension plan

Deadline for Submissions: Monday March 6, 4 pm

Start Date: April 3, 2023

The Couchiching Conservancy (CC) is a non-profit charitable land trust that has helped to protect over 14,400 acres in the Couchiching Region. The CC's mandate is to protect the special natural features of the Couchiching region for present and future generations, and we achieve this goal through land acquisition and stewardship projects on both private and public land. We are currently responsible for the stewardship and management of 47 Nature Reserves and Easements under our protection.

Reporting to the Executive Director and working in consultation with staff, the Project & Grant Coordinator is responsible for securing funding for our organization's projects and initiatives including land acquisition, stewardship activities, and engagement organizing, and special projects as they arise.

Key Responsibilities:

1. Grant Writing & Proposal Development: Write and develop grant proposals for submission to foundations, corporations, and governments to support land acquisition, land stewardship, engagement organizing, and special projects as they arise.
2. Project Coordination: Work with staff to develop project plans, budgets, and timelines. Ensure project deliverables are met on time and within budget.
3. Reporting & Evaluation: Prepare progress reports to meet the requirements of funders and evaluate success of projects, including surveys to volunteers.
4. Database Management: Assist with the maintenance of our donor, member & volunteer database, and use the information to prepare key statistics on projects, particularly Community Science.
5. Communication: Develop briefing documents for funders. Draft communications and press releases related to projects. Identify opportunities for publicity related to projects. Generate content for the CC website, newsletter & for media.
6. Research & Outreach: Research potential funding sources and engage in outreach to identify new funding opportunities and potential partners.

Qualifications:

- A bachelor's degree in a related field such as non-profit management, environmental studies, or business administration is desirable.
- 2 – 5 years of relevant experience in grant writing, project coordination, and administration in the non-profit sector.
- Excellent written & verbal communication skills including the ability to write successful grant proposals and reports to secure funding.
- Strong organizational skills including the ability to meet deadlines, prioritize jobs, be adaptable, and maintain accurate records.
- An understanding of budgeting and grant compliance requirements.
- A passion for the mission of land trusts, and a sound understanding of the non-profit sector.
- Ability to work effectively as part of a team.
- Technological proficiency.

Working Conditions:

- This position is based out of the Grant's Woods office in Severn township which features geothermal heating and cooling, solar power, accessibility, natural light, excellent indoor air quality, and walking trails.
- All staff have the option of working from home up to two days per week.
- We offer flexible work hours, a supportive working environment, and opportunities for professional development and growth.
- A valid Ontario driver's licence and a car is required.
- Occasional travel required to visit project sites and attend meetings and events.
- Flexible work hours to attend a variety of activities, events and programs.
- Temporary housing available for those out-of-town (no pets).

We welcome applications from the Indigenous, Visible Minority, and LGBTQ2 community.

This position is suitable for someone who requires an accessible office.

To apply, please send a cover letter and resume to dorthea@couchconservancy.ca by Monday March 6th at 4 pm