



Position: Grant Writer

Organization: Centre for ADHD Awareness, Canada (CADDAC)

Location: Toronto/Hybrid

Position Overview:

We are seeking a skilled Grant Writer to join our team to secure funding in order to sustain and expand our operations, programs, services, and activities. The Grant Writer will play a crucial role in researching funding opportunities, preparing grant proposals, managing grant processes, contributing to report writing, and maintaining relationships with grantors and donors. The successful applicant will possess a hunter mentality and will work strategically to identify, source and complete significant funding opportunities to support CADDAC's work.

About CADDAC

The Centre for ADHD Awareness, Canada (CADDAC) is a national charitable organization providing leadership and support in awareness, education and advocacy for ADHD organizations and individuals across Canada. From a day-to-day perspective this means CADDAC organizes, builds, and presents up-to-date research-based educational programs, actively advocates to government for changes that will benefit those with ADHD, their families and care providers; provides one on one support and information to parents and adults with ADHD; provides networking between ADHD groups across Canada, and strives to increase the awareness and understanding of ADHD on all levels.

Key Responsibilities:

1. Grant Proposal Development:

- Build a thorough understanding of CADDAC's activities, operations and programs relative to fundraising needs and priorities.
- Research and identify potential grant opportunities from government agencies, foundations, corporations, and other grant-making organizations.
- Develop compelling grant proposals, applications, and letters of inquiry tailored to the specific requirements of each funding opportunity.
- Coordinate with program staff to gather necessary information and data for proposals.
- Ensure all proposals are submitted on time and in accordance with funder guidelines.

2. Relationship Management:

- Cultivate and maintain relationships with current and prospective grantors and donors.
- Communicate effectively with funders to provide updates on funded projects and outcomes.
- Represent CADDAC professionally and ethically in all interactions with grantors/funders and stakeholders.

3. **Grant Reporting:**

- Manage and oversee grant reporting requirements, ensuring all reports are submitted accurately and on time.
- Collaborate with program staff to collect and compile data and stories for grant reports.
- Monitor grant expenditures and ensure compliance with funder guidelines.

4. **Research and Strategy:**

- Stay informed about trends and developments in philanthropy, particularly related to ADHD, neurodiversity, and mental health across the lifespan.
- Collaborate with the organizational leadership to develop long-term funding strategies aligned with the organization's mission and goals.

Qualifications:

- Diploma/degree in a relevant field (Fundraising, English, Communications, Business Administration, Non-Profit Management) or equivalent experience
- CFRE or working toward CFRE designation is preferred

Experience and Skilled Knowledge Requirements:

- Minimum 3+ years of experience in fundraising, grant writing, and proposal creation.
- Knowledge of Canadian fundraising, best practices, legislation, restrictions, etc.
- Proven experience in grant writing and fundraising, particularly within the nonprofit sector.
- Excellent written and verbal communication skills; ability to craft compelling narratives.
- Strong research and analytical skills, with attention to detail.
- Works well independently and as part of a team, managing multiple priorities and deadlines.
- Familiarity with Canadian grant-making organizations and funding sources, particularly in the areas of neurodiversity, mental health or support sectors, is an asset.
- Passion for CADDAC's mission and vision with a commitment to supporting individuals affected by ADHD.
- Self-motivated, high energy, results oriented with the drive to exceed expectations.
- Knowledge of mental health/ADHD an asset.
- Bilingual English/French an asset.

Working Conditions:

- This position is hybrid, with one day per week in our Toronto office required.
- Some flexibility in working hours may be required to meet grant deadlines.
- Occasional travel within Canada may be necessary for meetings or conferences.

Salary commensurate with experience. Part-time/full-time hours negotiable.

Application Process: Interested candidates should submit a resume and cover letter to marisa.silver@caddac.ca and enter 'Grant Writer' in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

CADDAC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.