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Position available:	Writer, Proposals and Grants
Organization:	McGill University Health Centre Foundation
Employment status:	One year full time contract (35 hours per week)
Language:	Bilingual (English/French)
Location :	5100 Blvd. de Maisonneuve, Montreal (Quebec)

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The MUHC Foundation is currently seeking an individual to fill the role of **Writer, Proposals and Grants** responsible for assisting with fundraising through the creation of compelling donor proposals and grant applications. A key collaborative role within the organization, this strategic and inspiring storyteller will help define how giving through the MUHC Foundation, in support of the MUHC, has the power to change the course of lives and medicine.

If you are passionate about health care, possess superior research and writing skills and are confident that your words can highlight and connect supporters, stakeholders and volunteers to the impact of their generosity, we encourage you to apply.

## THE OPPORTUNITY

Reporting to the Senior Director, Development, the candidate will join a dedicated group of fundraising professionals working to position the MUHC Foundation for future growth and success as a leader in health care philanthropy.

The incumbent will be a key strategic writer for the Foundation, responsible for driving the development of cultivation and solicitation materials. The **Writer, Proposals and Grants** will be responsible for creating persuasive and strategic written materials for individual, foundation and corporate philanthropy. The candidate must have a strong ability to translate the significance of sometimes complex scientific and clinical information into content that can be shared with donors and stakeholders.

## KEY AREAS OF RESPONSIBILITY

- Work in conjunction with the development team to prepare high-impact, personalized proposals for individuals, foundations and corporate donors

- Maintain a superior understanding of the Foundation's fundraising goals, articulating how these goals advance the mission of the hospital, and conveying the impact of philanthropy to a variety of audiences
- Oversee donor and volunteer recognition award programs and nominations
- Creation of various letters including thank-you & welcome letters as needed
- In collaboration with the Senior Director, Development, establish processes within the donor database (Raiser's Edge) to enhance the timely and consistent delivery of written materials
- Assist with special projects as needed
- Copy-edit and proofread content written by colleagues in other departments

## **QUALIFICATIONS AND COMPETENCIES**

- Post-secondary education or equivalent in a relevant field such as Journalism, Communications, Public Relations, English or French
- Minimum of five years relevant writing experience, ideally in the not-for-profit and/or health care sector
- Superior written and oral skills in English with proficiency in French
- Excellent interpersonal skills with a strong sense of diplomacy and ability to build strong, collaborative relationships with colleagues, donors, physicians, researchers and other stakeholders
- Demonstrated ability to develop proposals and grant applications that align philanthropic commitments with funding and strengthen long-term relationships
- Superior project management skills and ability to coordinate multiple priorities concurrently in a fast-paced environment while maintaining an unwavering commitment to detail and excellence
- Intrinsically motivated self-starter with a high degree of personal integrity and strong work ethic
- Understanding of current and emerging best practices in proposal writing
- Computer proficiency in using the MS Office suite and experience with donor databases such as Raiser's Edge will be considered an asset
- Available to occasionally work flexible hours (including some evenings)
- Able to work within and promote a respectful and collaborative work environment

Candidates must forward their CV and cover letter.

McGill University Health Centre Foundation  
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We thank all those who apply; however, only those selected for further consideration will be contacted.