JOB DESCRIPTION

| **TITLE** | Researcher with Indigenous Specialty |
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| **Reports To**  | [Insert title] |

**Job Purpose**

[Organization Name] is a safe and affordable housing project intended to enable Indigenous women and their children who have experienced family violence to work towards personal and economic independence. It provides easy access to a safe, culturally supportive place to help them establish a life free of abuse, learn and gain an understanding of, and sense of pride in their cultural language.

The successful candidate is a persistent, detail-oriented professional with exceptional writing, research, and project management skills. They possess adaptability, and a genuine curiosity about the organization's mission, working collaboratively to craft compelling and successful grant proposals.

**Duties and Responsibilities**

Responsibilities include, but are not limited to:

* Complete an extensive literature review.
* Implement a national consultation and focus group with experts on second stage shelters.
* Ensure the provision of individual support and services to clients in their search for housing.
* Serve as an advocate on behalf of current and former clients.
* Assist clients in making rental applications, financial assistance requests, understanding rental agreements, etc.
* Set up surveys, monitor, and assess the activities and emotional state of clients and their children during site visits.
* Conduct comprehensive research on potential funding opportunities from foundations, corporations, and government sources.
* Develop and write compelling grant proposals, narratives, and applications while integrating each grant's guidelines and eligibility requirements.
* Collaborate with various departments to collect relevant data and information necessary for the development of the project.
* Maintain accurate and up-to-date records of grant applications, including submission dates, funding amounts, and results.
* Follow up on submitted proposals and provide stewardship to current donors, including progress reports and compliance as required.
* Develop a strategic plan for the project, based on the organization's strategic plan and operational needs.
* Attend relevant workshops and conferences to stay current with trends in grant writing and funding.
* Participate in fundraising activities.
* Perform other related duties as assigned.

**Qualifications**

* High school diploma with the successful completion of a recognized post-secondary certification (college or university) in a relevant research field.
* Excellent understanding of Indigenous culture, language, history and socioeconomic conditions is required.
* A combination of experience and relevant education will be considered.
* Experience working with Indigenous families.
* Previous experience writing and researching grant applications and fundraising an asset.
* Strong knowledge of the principles and practices of non-profit organizations is an advantage.
* Good working Windows Office Suite, general administrative office equipment, and grant management software would be an asset.

**Core Competencies**

* Strong research, organizational, and time management skills.
* Exceptional writing and editing skills with meticulous attention to detail.
* Strong communication skills and the ability to collaborate with a team.
* Ability to interpret and effectively communicate complex guidelines and regulations.
* Meet deadlines and manage multiple tasks while maintaining high-quality work.
* Ability to determine others needs through active listening skills.
* Possesses empathy and consideration for clients.
* Excellent knowledge of Indigenous history and culture as they relate to [Organization Name]’s current mission.

**Working Conditions**

* The standard work week for this position is [insert #] hours.
* Working hours are generally from [insert time] to [insert time]; Monday to Friday.
* Overtime and hours worked outside of the standard work schedule may be required.
* This position is remote/hybrid/onsite.