



Grant Specialist

Organization Overview

Learning Disabilities Society (LDS) is a growing, innovative, research-based, nonprofit charity serving children and youth with learning differences. In collaboration with academic institutions, LDS offers individualized, evidence-based programs that target student-specific learning and social-emotional needs. Our growing programs and services currently operate online, from our Learning Centres in East Vancouver and North Vancouver, from our mobile classroom LDS Access, as well as from various school locations. We provide sustainable, affordable and individualized programs to ensure that all children and youth have an opportunity to realize their full potential.

Through early intervention, we support students at a critical time in their life, leading to profound, positive change in student life outcomes. We are scaling-up our organization and service provision with the ultimate goal to effect system change with material and wide-ranging societal benefits, and we are looking for more team members to help us reach this goal!

Purpose of Position

The Grant Specialist will research, write, submit, and report on proposals and grant applications relevant to our charity. The grants will be compelling, strategic and timely applications that serve to meet the revenue targets identified in our budget. This position will work closely with the Executive Director in setting and meeting grant targets, will collaborate with finance staff on budgets, and will consult with program staff to gather all relevant information required for the submission of applications. The Grant Specialist will be responsible for managing the full cycle of grant writing, follow up with funders, grant data management, and reporting. The Grant Specialist is expected to be immersed in our mission and our work as a charity, keeping abreast of issues and challenges facing the students and families we serve as well as the research-based, specialized educational solutions that we ensure are accessible and inclusive for all.

Principal Roles and Responsibilities

- Collaborate and consult with relevant program staff regarding goals and objectives for funding projects and needs.
- Develop detailed annual schedule of grant applications and reports.
- Research, identify, define, and develop funding sources to support existing and planned program activities, and develop, write, and submit grant proposals and reports including budgets and financial reports.
- Develop and write (or co-write) grant proposals, reports and acknowledgements to current and potential funders, including development of clear, concise and compelling content, copy-editing and reformatting of text.
- Develop and write (or co-write) interim and final reports for funded programs, including meeting with staff regarding progress of grant funded projects and goals and objectives for new funding.



- Manage grant administration: application deadlines, renewals, contracts, and reporting schedules.
- Participate in relevant program and staff meetings, and make team members aware of the grants that are coming up. Proactively spend time in and familiarize self with LDS programs and services.
- Perform other related duties and projects as required by the Executive Director.

Competencies

- Alignment with LDS core values, mission and vision; demonstrated passion and commitment to supporting and working for vulnerable sectors.
- Lived and / or work experience related to vulnerable children and youth, educational inequities, services for those with disabilities, and other social, economic and cultural issues that intersect to create barriers for the families and students we serve.
- Demonstrated ability to work well under pressure and to exercise tact and diplomacy.
- Ability to think critically and creatively about issues and opportunities.
- Demonstrated personal effectiveness to take responsibility for the quality and timeliness of work and achieve results with modest oversight.

Skills and Qualifications

- Exceptional writing skills with extensive grant writing experience for public and private funders. Grant writing experience should include small, succinct requests (\$10,000+) and larger, complex proposals including for multi-year funding of \$100,000+.
- Strong budget development and customization skills.
- Demonstrated strong project management skills (e.g. using project management software like Asana) with the ability to balance multiple projects and respond to opportunities with tight deadlines.
- Excellent organization and time management skills, including record keeping and scheduling.
- Proficiency with Microsoft Office 365 (SharePoint, Outlook, Word, Excel)
- Strong attention to detail and high degree of accuracy in all work.
- A high level of confidentiality, discretion, and diplomacy.

Requirements

- Relevant post-secondary education degree
- Minimum of 3 years of related experience in the charitable sector
- Criminal record clearance
- Eligibility to work in Canada
- Recent 'working with vulnerable populations' training (can be provided)

Reports to: Executive Director

Dates and hours of work: Based on a 32-hour work week; hours and days are flexible within typical office hours of Monday – Friday 9am-5pm.



Location: This position works primarily out of our East Vancouver office, which is located on very good transit and bike routes, and has parking available. Partial remote work is possible and can be discussed.

Job type: 0.8 FTE (32 hours a week), ongoing permanent

Start date: As soon as possible

Remuneration: Salary range \$50,000 to \$55,000 (*\$62,500 to \$68,750 FTE*) commensurate with education and experience, with attractive vacation and extended health and dental benefits. We would be pleased to discuss further details at an initial interview.

Equity: LDS is committed to employment equity and believes that a workforce that reflects the diversity of the communities we serve strengthens our ability to achieve our mission. We strongly encourage applicants of all genders, ethnic and cultural backgrounds, sexual orientations, abilities, and with a range of life experiences to apply.

Accessibility: Please note, LDS's main office space is located on the ground floor of the building.

How to apply: Please send your resume and cover letter specifically indicating past experience as ONE PDF to Rachel Forbes, Executive Director at ed@ldsociety.ca .

Position will be open until filled. Applications will be considered as received. Only shortlisted candidates will be contacted. Thank you for your interest. We look forward to hearing from you.