

Funding Coordinator



TransSask Support Services (TransSask) is a Saskatchewan based non-profit that serves the transgender and gender diverse communities of Saskatchewan.

TransSask is seeking an enthusiastic, organized, and self motivated Funding Coordinator for a 5-month term position with the organization. The Funding Coordinator will be responsible for finding additional funding for TransSask's operational needs in the coming years. The day-to-day responsibilities of this position will include finding and applying for funding opportunities, coordinating with potential funding partners, and completing funding reports for both existing and new grants.

Hours: Full-time, 35 hours/week

Compensation: \$24/hour

Term: November 15th , 2021 - March 31, 2022 (start date negotiable)

Key Responsibilities:

- **Grant and Fund Research:** Find grant opportunities and funding proposals for TransSask to apply for now and in the future, create a schedule for application processes, and map information and resources needed to complete applications
- **Grant Reporting and Fund Development:** Write grant applications, funding proposals, and complete regular financial and written reports for current and future funders
- **Sustainable Fund Development:** In conjunction with the Project Manager, create a short- and long-term organizational funding plan, including strategies to engage donors, fundraising, organizational partnerships, and grant funding from municipal, provincial, federal, university, and foundation funding agencies

We are looking for someone with the following qualifications and experience:

- Strong and comprehensive understanding of trans, non-binary, Two Spirit/IndigiQueer, and gender diverse communities, people, and issues, including lived experience
- Clear and demonstrated experience writing successful grant applications and funding proposals for multi-year projects and/or organizational core funding
- Experience with fundraising and establishing relationships with donors in a non-profit setting
- Understanding of the non-profit funding landscape in Saskatchewan

Working Conditions: This is a provincial position which will primarily work from home until Covid-19 guidelines reflect otherwise. Positions may include some evening and weekend work.

To apply, please submit the following to claire.yacishyn@transsask.ca:

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- **Detailed cover letter** (applicants that do not include a cover letter will not be considered) describing why you are the best choice for the position. Please indicate if you are a Canadian citizen or permanent resident of Canada. TransSask is committed to providing any accommodations needed for candidates in the hiring process and throughout employment. We will prioritize applicants that are diverse in gender, sexuality, culture, and race, and encourage applicants to self-identify in their cover letter if they so choose.
- **Resume** highlighting relevant education and work experience
- **Contact information for two references**

Interviews will take place remotely the week of November 8th-12th. Only those selected for interviews will be contacted.

Deadline: November 5th, 2021 at noon (12:00pm)

This position is funded through Women and Gender Equality Canada



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