



DISTRICT OF TUMBLER RIDGE

CONTRACT OPPORTUNITY

Grant Researcher/Writer – Contract Supplier

Proposal deadline is **12:00 pm March 22, 2024.**

Contract Classification: Grant Researcher/Writer – February to December 2024

The District of Tumbler Ridge is seeking expressions of interest for a Grant Researcher/Writer as a contract supplier for 2024.

The Grant Researcher/Writer will:

- Have a high level of computer literacy and familiarity with online submissions, Google Drive and any other cloud-based programs;
- Research and identify grant opportunities;
- Conduct pre-grant application meetings with appropriate team/community members to determine cost/benefits, timelines, responsibilities, criteria and application process;
- Lead in grant writing process and submission;
- Develop and maintain a grant activity reporting system and related confidential files;
- Convene post-grant acceptance meetings with appropriate staff/community groups to finalize implementation and reporting schedules and responsibilities;
- Coordinate grant reporting schedules, reporting responsibilities and prepare necessary reports to comply with grant requirements;
- Establish and maintain strong relationships with District team members, community organizations, local businesses and funding agencies;
- Maintain a database of funding agencies and their primary contact information;

Working with the District of Tumbler Ridge

- *Council is committed to excellence in governance that reflects our citizen's interests, values and goals.*
- *We will strive to deliver quality services in a proactive and responsive manner while ensuring our objectives are clearly communicated by our citizens.*
- *We will strive to strengthen and diversify our economy by balancing public safety, industrial development, environmental responsibility and sustainability.*

Submission

- Interested individuals/businesses are invited to submit a proposal including cover letter, resume and any supplemental materials that highlight your potential for success along with expected compensation on a per-hour basis (up to 400 hours).

The proposal deadline is **12:00 pm March 22, 2024.**

Please provide a cover letter and resume highlighting qualifications and past successes to:

Human Resources Coordinator
District of Tumbler Ridge
Box 100
Tumbler Ridge, BC V0C 2W0
Email: hrcoordinator@dtr.ca