



# BEAUSOLEIL FIRST NATION

## EMPLOYMENT OPPORTUNITY

### PROPOSAL WRITER

#### **INTRODUCTION:**

The Proposal Writer researches, writes and applies for available funding and/or grant opportunities for Beausoleil First Nation (BFN), from the direction of the First Nation Administrator.

It is imperative that the Proposal Writer knows and understands the legal standing, assertion and direction of the Beausoleil First Nation, its treaties, history, and territory as asserted by BFN.

#### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree, preferably in Business or a related field with 2-3 years' experience in business development, program design, delivery and evaluation; proposal development, business and strategic planning and implementation
  - OR Diploma, preferably in business or related field with 5 years' experience in proposal writing.
- Experience in a First Nation, Aboriginal organization or the not-for-profit sector an asset
- This position may require travel and unscheduled/late hours.
- The successful candidate must provide a clear CPIC, have a valid class G driver's license and access to an insured vehicle.

#### **ESSENTIAL DUTIES:**

- Works and meets with all program and services directors/ managers/ supervisors/ coordinators (managerial staff) to determine opportunities for growth and development.
- Researches and uses statistical analysis to find new or upcoming opportunities to present to managerial staff.
- Coordinates with managerial staff to prioritize the grants/proposals to focus on.
- Notifies managerial staff, First Nation Administrator and Chief and Council of any risks, regardless of weight, that may accompany a particular proposal/grant
- Write the prioritized funding/grant opportunities to be reviewed with the applicable managerial staff; including implementation strategies
- Responsible for adhering to all BFN's laws, policies and assertions as defined by Chief and Council
- Responsible for following all necessary legal, legislative, and restrictions that may come with funding opportunities
- Prepares presentations for managerial staff, First Nation Administrator, Chief and Council and/or outside bodies as applicable
- Responsible for maintaining a professional appearance, attitude and work ethic that reflects positively on BFN
- Incorporate First Nation history, culture and values when researching, evaluating and proposing all proposals/grants

- Liaise with federal, provincial, and regional and local service agencies;
- Works with the Director of Finance to create forecasted financial data, based on the implementation of new/existing proposals;
- Work with the Director of Finance and the Director of Human Resources to develop and implement financial and human capital analysis in regards to proposals.

**RELATED REQUIREMENT:**

- The Proposal Writer should not compete for acquisitions for their own personal interests and should not use privileged information obtained within this role to further their personal acquisition interests.

**Duration:** Term contract until March 31<sup>st</sup> 2023.

**Closing Date:** **Thursday, August 4, 2022 @ 12:00PM**

**Hours of Work:** 35 hours per week, shift work, must be available for evening and weekends

**Rate of Pay:** \$20.00 to \$22.00 per hour plus commission

**Eligibility:** Due to the nature of the funding sources, you must be a Beausoleil First Nation Band Member as well as **comply with BFN COVID19 safety and security policy.**

Direct	Dan Monague	Functional	Dan Monague
Supervisor:	First Nation Administrator	Supervisor:	First Nation Administrator

**HOW TO APPLY**

Applications can be delivered in person, via fax, or email to the Beausoleil First Nation Administration Office  
 Attention: Human Resources Department  
 11 O’Gema Miikan, Christian Island, ON, L9M0A9  
 Tel: (705)247-2051, Fax: (705-247-2239), Email: jobs@chimnissing.ca

**Applications must consist of the following:**

Cover Letter, Current Resume, 2 Employment Reference Letters, and 1 Character Reference Letter.  
*Your application package must be clearly marked with your name and the position you are applying for.  
 We thank all who apply; however, only those selected for an interview will be contacted.*