



## **Grants and Fundraising Officer**

Contract, 20 Weeks

Waterloo Region and Guelph, ON

20 hours/week

\$30/hour

The Canadian Arab Women Association (CAWA) is a non-profit organization established with the purpose of connecting, supporting and empowering Canadian Arab women in the Waterloo Region and Guelph in Ontario, Canada. We represent a group of women who self-identify as Arabs and come from diverse backgrounds and experiences, regardless of their religious beliefs, socio-economic status, and educational levels.

CAWA is dedicated to becoming a bridge that connects Arab women and supports them with different resources and programs, so that they can be active members of the Waterloo Region community and in the larger Canadian society. For that, CAWA provides various programs in the fields of health, education, and social support.

As the Grants and Fundraising Officer, you will be responsible for supporting CAWA's mission by raising funds through grant writing, donor management, and the creation of a new fundraising event for 2021.

### **Educational Requirements:**

- Post-Graduate degree or certificate in communications, fundraising or similar field, or equivalent work experience in grant writing and fundraising
  - We encourage recent graduates to apply

### **Skills:**

- Experience in drafting persuasive and informative funding proposals and reports for potential and existing funders
- Knowledge of the grant process
- Experience planning and running fundraising events is considered an asset
- Takes initiative, is self-motivated and can think creatively and identify opportunities
- Has the ability to clearly articulate their message both through verbal and written communication
- Comfort with the Office Suite and basic computer skills.
- Excellent copywriting skills
- A successful Police Check and Vulnerable Sector Check is required
- Ability to travel, and if relevant, possession of a valid driver's license with valid and sufficient insurance coverage.



Expectations of all CAWA Employees:

- Represent CAWA well in the community
- Work well with colleagues, the Executive Director and the community in a way that represents CAWA's values
- Look for opportunities to grow community awareness of CAWA and its programs
- Participate in a culture of continuous improvement

Schedule:

- Work hours are generally during the weekday. However, this role requires flexible hours and work in the evenings or weekends to support events and education sessions
- Normally this role works both in office and remote, however during COVID-19 full time remote work may be required

To apply, please send your cover letter and resume to [info@cawakw.ca](mailto:info@cawakw.ca). Please put "**Grants and Fundraising Officer**" in the subject line. Only candidates selected for an interview will be contacted.

At CAWA we welcome and encourage applications from everyone. Accommodations are available upon request for candidates at every stage of the selection process. If you require accommodation due to a disability throughout the hiring process, please put "**Accommodation**" in the subject line and email [info@cawakw.ca](mailto:info@cawakw.ca) or speak to the representative who has reached out to you on CAWA's behalf to schedule an interview.