



Job Title: Fundraising Proposal Writer
Location: On-site
Status: Full-Time for 2 Months
Start Date: Immediate
Salary: \$17.20 per hour (non-negotiable)

About Sai Dham Food Bank:

Sai Dham Food Bank is a registered not-for-profit organization committed to combating food insecurity and supporting vulnerable communities through ethical food distribution and collaborative programming. We strive to create sustainable, positive change through compassion, integrity, and innovation.

Position Overview:

We are seeking a detail-oriented and strategic Proposal Writer to lead the creation of compelling grant proposals and funding applications. The Proposal Writer will play a critical role in securing the financial resources necessary to sustain and expand our mission-driven initiatives. This position is ideal for someone who combines strong research, writing, and storytelling skills with a deep understanding of the nonprofit landscape and a passion for social impact.

Key Responsibilities:

- Research, write, and edit high-quality grant proposals, applications, letters of intent, and donor communications
- Develop persuasive content that clearly communicates Sai Dham's mission, impact, and funding needs
- Collaborate with internal teams to gather data, program details, and strategic objectives to inform proposals
- Maintain a calendar of submission deadlines and ensure all materials are submitted on time
- Track proposal outcomes and assist in reporting to funders as required
- Stay current with grant trends and funder priorities relevant to Sai Dham's areas of work
- Ensure consistency of messaging across all proposal content and alignment with organizational goals
- Assist in drafting supporting documents such as budgets, work plans, and executive summaries

Qualifications:



- A degree in Communications or a related field is required.
- Excellent written communication and editing skills, with the ability to tailor content to various audiences
- Proven experience in grant writing, proposal development, or fundraising communications
- Strong research and analytical abilities
- High level of attention to detail and organization
- Understanding of nonprofit operations and funding landscapes is a strong asset
- Ability to manage multiple projects and meet tight deadlines independently and collaboratively
- Proficiency with Microsoft Office and Google Workspace; experience with grant databases is a plus

Eligibility Requirements (Must-Have):

- Must be a Canadian citizen, permanent resident, or a person granted refugee protection under the *Immigration and Refugee Protection Act*
- Must be between 15 and 30 years of age (inclusive) at the start of employment
- Must be legally entitled to work in Canada according to applicable provincial or territorial legislation and regulations
- Please note: International students are not eligible. Recent immigrants are eligible only if they are Canadian citizens or permanent residents.

Why Join Us?

- Opportunity to make a meaningful impact in your community
- Collaborate with a passionate, mission-driven team
- Build your portfolio while contributing to social good
- Gain experience within the nonprofit sector

How to Apply: Please send your resume, cover letter, and a portfolio or samples of your design work to recruitment@saidhamcanada.com with the subject line: *Proposal Writer Application – Sai Dham Food Bank*.