



# Whitefish River First Nation

*is seeking a motivated and experienced*

## **PROPOSAL WRITER**

**Term:** One-year contract (with flexible schedule)

**Salary:** \$30 - \$50 per hour (depending on education and experience)

The Proposal Writer will play a crucial role in advancing the Whitefish River First Nation's mission by preparing practical proposals. Working closely with the Chief, council, and various departments, the Proposal Writer will research, assess, and draft proposals, ensuring they align with the First Nation's strategic objectives and funding priorities. The successful candidate will have exceptional writing skills, attention to detail, and a strong understanding of government funding programs.

### **Key Responsibilities:**

#### **Research and Analysis**

- Conduct thorough research on available funding opportunities for the WRFN.
- Research and distribute general information on funding opportunities and new program announcements.
- Liaise with government agencies, First Nation communities, industry, and other prospective partners.
- Analyze funding criteria, guidelines, and priorities to determine the best fit for proposed projects.

#### **Proposal Development:**

- Your role as a Proposal Writer is crucial in articulating the Whitefish River First Nation's needs, goals, and vision. You will write clear, concise, and persuasive proposals effectively communicating these aspects.
- Create well-organized outlines and develop proposal content, conveying key messages effectively.

#### **Funding Requirements and Compliance:**

- Stay current with reporting requirements and government grant and funding program compliance guidelines.
- Ensure proposals meet all necessary criteria, including supporting documentation and compliance with funding guidelines.

#### **Relationship Building:**

- As a Proposal Writer, you will be responsible for Establishing and maintaining strong relationships with government agencies, funding organizations, and partners/collaborators. This collaborative aspect of the role is key to its success.

#### **Proposal Tracking and Evaluation:**

- Maintain an accurate and up-to-date record of all proposals, including submission dates, outcomes, and lessons learned.

#### **Qualifications:**

- A bachelor's degree in a relevant field (e.g., Communications, Public Administration, or Business Administration) or equivalent work experience is required. This role offers a unique opportunity for professional growth and development.
- Proven experience in proposal writing, preferably within the public sector or for First Nation governments.
- Familiarity with government funding programs, grants, and reporting requirements.
- Possesses exceptional interpersonal skills and a friendly and professional demeanor.
- Comfortable in a high-performing and fast-paced environment; demonstrated ability to achieve high-performance goals, meet deadlines, and adapt to changing circumstances.

- Excellent research, analytical, and problem-solving skills.
- Strong written and verbal communication skills, with exceptional attention to detail.
- Ability to work collaboratively with diverse stakeholders and manage multiple projects simultaneously. We are committed to fostering a diverse and inclusive work environment.
- Proficient in using relevant software and tools for proposal development (e.g., Microsoft Office Suite, project management software).

**KNOWLEDGE REQUIREMENTS:**

- Ability to speak Anishinabemowin and participate in the culture and traditions of the Anishinabek people.
- Sound understanding of Indigenous Peoples' rights, history, and governance structures
- Knowledge of Jordan's Principles and understanding of Indigenous rights, issues, and reconciliation efforts.
- Knowledge of First Nation communities and funding structures and the ability to integrate traditional and mainstream practices as a central and vital part of program and service delivery.

For a complete job description, email [hrmanager@whitefishriver.ca](mailto:hrmanager@whitefishriver.ca)

**APPLICATION DEADLINE: JANUARY 31<sup>st</sup>, 2025, at 4:00 p.m.**

Please submit your resume and a cover letter outlining your relevant experience and interest in the position to:

**CONFIDENTIAL: Proposal Writer**  
c/o Human Resources  
Whitefish River First Nation  
17-A Rainbow Ridge Road, P.O. Box 188; Birch Island, ON P0P1A0  
Email: [jobapplications@whitefishriver.ca](mailto:jobapplications@whitefishriver.ca) Fax: (705)285-4532

*Miigwetch to all who apply; however, only those applicants selected for an interview will be contacted.*