John Howard
THE JOHN HOWARD SOCIETY OF MANITOBA

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583 Ellice Avenue
Winnipeg, Manitoba
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John Howard Society of Manitoba Inc.
Internal Job Posting

The John Howard Society is a not-for-profit organization with approximately 30 employees covered under a single collective agreement.

Position: Grant Writing, Fundraising, and Special Initiatives Coordinator
Position Status: 1.0 (37.5 hrs/ week)
Employment Type: Unionized
Position Salary: $30.91 /hr
Hours: Monday – Friday (8:30 am – 4:30 pm)
Benefits: Generous benefits package after the successful completion of six months of employment
Tentative Start Date: ASAP

- **Closing date for Internal Applications**: Wednesday, July 29, 2026, @ 11:59 pm
- **Opening Date for External Applicants:** This posting will run simultaneously with the internal posting. However, all qualified internal candidates will be considered first.
- **Closing Date for External Applicants**: Ongoing until the position has been filled.

Only internal and external applicants who meet the minimum requirements will be contacted for an interview.

Internal applicants who do not meet the minimum requirements will be contacted via email and provided with an explanation as to why they did not meet the minimum requirements.

POSITION SUMMARY – *Grant Writing, Fundraising, and Special Initiatives Coordinator*

Reporting to the Executive Director, the Grant Writing, Fundraising, and Special Initiatives Coordinator is responsible for managing grant writing, granted projects and fundraising activities for the agency and leading the development of new funding opportunities for sustainable growth.

MINIMUM REQUIREMENTS - *Education and Experience*

- Grade 12 education or equivalent
- Minimum three years' experience working in a similar role
- Strong working knowledge of Microsoft Office applications, including Excel, Word, and Outlook.
- Experience and track record of success in grant writing and completing funding applications.
- Experience in grant reporting and tracking spending, and deliverables.
- Experience in fundraising, including donor relations, sponsorships, and event planning.
- Experience in making budgets and writing financial reports

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- Experience working in the social services and/or non-profit sector OR lived experience of accessing social services, is an asset.
- Experience working with Indigenous peoples and knowledge of traditional Indigenous culture, traditions, teachings and ceremonies is an asset.
- Experience working with individuals who are involved, or have been involved, in the criminal justice system is also an asset.

REQUIRED ATTRIBUTES

- High degree of self-motivation
- Ability to work collaboratively as part of a team
- Strong problem-solving skills
- Excellent verbal and written communication skills

POSITION BENEFITS

- Generous benefits package after the successful completion of six months of employment. The Employer contributes to benefits, including medical, dental, vision, life insurance, and pension.

DUTIES AND RESPONSIBILITIES *Grant Management*

- Write grant proposals, including helping envision and design projects.
- Prepare project budgets in collaboration with program staff.
- Prepare annual grant reports for United Way Winnipeg and the John Howard Society of Canada.
- Prepare, or support the preparation of, grant reports for other grants as needed.
- Gather data and statistics from projects and programs for reporting purposes.
- Prepare documents such as letters of support.
- Maintain a calendar of grants, including submission and reporting deadlines; be responsible for timely submissions.
- Work with the Executive Director to seek and apply to new funding opportunities from government agencies, private foundations, corporate donors, and other sources.
- Work with the accountant to manage invoices, ensure timely payments to contractors and stay on budget.
- Work with the accountant to gather and present financial reports and receipts.

DUTIES AND RESPONSIBILITIES *Fundraising*

- Develop and maintain relationships with donors and sponsors.
- Explore new fundraising opportunities and develop JHSM's fundraising capacity.
- Work with communications coordinator to write and send a year-end fundraising appeal.
- Work with communications coordinator to design and implement project-specific fundraising campaigns.

DUTIES AND RESPONSIBILITIES – *Special Initiatives*

- Work with the executive director and other staff to envision, design and seek funding for new projects.
- Request quotes from vendors and contractors and manage communication pertaining to services provided.
- Schedule meetings with stakeholders (staff, board, contractors, professionals) to move projects forward.
- Work with other staff to plan and host events relevant to fundraising and special initiatives.

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OUR COMMITMENT TO EQUAL OPPORTUNITY EMPLOYMENT

The John Howard Society of Manitoba is committed to achieving employment equity for designated groups in our workforce.

We encourage all applicants to apply, especially candidates who identify as First Nations, Indigenous, Inuit or Metis, visible minorities or persons with disabilities who meet the required qualifications.

Members of these communities are encouraged to self-declare in their cover letter or resume.

Please email your cover letter and resume to Matt Sciangula at

msciangula@hrmatters.ca