



BLUEPRINT FOR ACTION ON WOMEN & GIRLS & HIV/AIDS

JOB POSTING

Fund Development Officer

Job Summary: The Fund Development Officer will prepare and submit funding proposals to private and public sector sources.

Education & Experience:

One of the following:

- a.) Three years of experience in non-profit organizations, including at least one year of experience of researching potential funding sources and of writing successful funding proposals; OR
- b.) Bachelor's degree in human services or a writing-related field of study and at least one year of experience of researching potential funding sources and of writing successful funding proposals.

Minimum Qualifications:

- Ability to research possible funding sources
- Clear, compelling and persuasive writing skills.
- Ability to oversee all administrative tasks involved with grant submissions.
- Ability to work both independently and as part of a National Steering Committee.
- Attention to detail.
- Ability to meet deadlines.
- Strong organizational skills.
- Computer proficiency.

Hours and Compensation:

This is a part-time, six month contract position (8 hours per week) for a rate of \$30.00 per hour. No Benefits included.

To apply: Please send a cover letter and resume by February 20, 2011 to:

Marcie Summers, Executive Director
Positive Women's Network
#614-1033 Davie St.
Vancouver, BC V6E 1M7

Women living with HIV are encouraged to apply.
Preference given to persons based in Toronto, Ottawa & Vancouver