



S.U.C.C.E.S.S.

12680 - Associate Director, Proposal Development & Research

Closing date: February 10, 2023

At S.U.C.C.E.S.S., you will be able to grow and develop alongside a diverse team of professionals and enjoy great benefits and perks. Experience what it is like to join a purpose-driven organization and make meaningful contributions to our community. Explore our amazing new opportunities.

Job Type:	Associate Director, Proposal Development & Research	Job Number:	12680
Salary:	\$42.19 - \$45.28 Per hour	Hours:	35 hours per week
Location:	Vancouver, BC	Employment Type:	Permanent Full-Time

Department: Integrated Services for Newcomers

Number of Positions: 1

Job Summary:

The Associate Director, Proposal Development & Research is responsible for coordinating the writing and submission of funding proposals, conducting environmental scans and tracking policy changes, and supporting strategic development activities. This position also identifies, tracks, and analyzes research, policies, and trends in relevant sectors and within all levels of government to support the organization's strategic direction and initiatives.

Reports To: Director of Integrated Services for Newcomers (DISN)

Key Duties and Responsibilities:

- Leads the coordination and writing of funding proposals for the organization
- Researches and prepares information for the development of funding applications pertaining to services targeting diverse, racial, and ethnic communities
- Reviews client data, identifies trends, provides discussion papers and responds to Call for Proposals (CFPs)
- Seeks opportunities for service expansion and advancement
- Conducts strategic analyses and environmental scans
- Writes and edits proposal plans
- Develops new program models in collaboration with the DISN and Program Directors/Managers



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- Oversees the proposal writing process up to and including submission of proposals to funders
- Assists in the preparation of materials related to funding proposals, grant submissions, and reports
- Keeps abreast of potential local, national, and international funding opportunities
- Tracks relevant funding opportunities and shares it within the organization
- Tracks and monitors external and internal research requests and collaborates with appropriate Divisions/Programs to identify capacity for research requests
- Assists with initiating and developing research collaborations to respond to CFPs and other relevant funding opportunities
- Develops positive relationships and communicates effectively with external stakeholders
- Monitors all governmental policies pertaining to target groups and notifies the CEO, DISN and other Program Directors of changes
- Researches and shares best practices with Program Directors, such as evaluation results pertaining to settlement, employment, family and community services to racialized communities
- Researches and identifies best practices in the sector to establish benchmarking of service delivery to target groups
- Supports the organization's vision, mission, and values to create an environment that is conducive to innovations and cutting-edge ideas
- Oversees the Research & Engagement Committee
- Performs other related duties as assigned by the DISN

Education, Training and Experience:

- University degree in a related field, such as Social Sciences, Social Work, or Business Administration
- Minimum of 5 years' working experience in a related field
- Experience working in a multi-service provider as well as a diverse workforce
- Experience in developing and writing funding proposal applications
- Experience in responding to Call for Proposals (CFPs)
- Experience in presenting proposals and soliciting stakeholder buy-in
- Experience in conducting research and checks into funding and project requirements
- Knowledge in social services or non-profit service delivery models and terminology
- Knowledge with all governmental and corporate funding procedures, standards, and requirements
- Knowledge of social service program development
- Knowledge in finance and budgeting is an asset

Job Skills and Abilities:

- Exceptional proposal writing skills
- Excellent written and oral communication skills
- Excellent presentation and public speaking skills
- Excellent interpersonal and relationship-building skills



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- Excellent risk management skills
- Excellent technical skills with MS Office and web-based applications
- Excellent research and information gathering skills
- Ability to collaborate and build productive and effective working relationships
- Ability to proactively disseminate and share information with peers across the organization
- Ability to make decisions with sound judgement
- Ability to resolve conflicts with tact and diplomacy
- Ability to work independently and as a part of a team
- Ability to multitask and manage competing priorities
- Ability to manage complex and challenging situations
- Ability to be adaptive of changes

Additional Info:

- Criminal Record Check Required
- Ability to work evenings, weekends, and holidays as required

About S.U.C.C.E.S.S.:

S.U.C.C.E.S.S. is a multicultural social services agency and registered charity located on the unceded Coast Salish lands of the x^wməθk^wəy' əm (Musqueam), Skwxwú7mesh (Squamish), and Səl'ílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations, S.U.C.C.E.S.S. has been helping Canadians and newcomers to achieve their full potential on their Canadian journey since 1973. We are one of the largest social service agencies in Canada, with offices in BC, Ontario and internationally/abroad. We offer programs and services in the areas of immigration, newcomer settlement, English-language training, employment and entrepreneurship, family, youth and seniors programming, health education, community development, affordable housing and seniors care.

At S.U.C.C.E.S.S., we take care of our people!

Our staff is the source of our success and we make it a priority to ensure work-life balance for our staff. We offer a range competitive and comprehensive benefit packages to ensure the well-being our staff. Subject to the type of employment, benefit packages may include:

- paid time off '*monthly wellness days*' (up to 12 days per year)
- additional agency holidays (3 additional statutory holidays)
- 2 weeks annual vacation (starting) and up to 5 weeks (maximum)
- company-funded pension (GRRSP)
- extended health & dental plan
- employee & family assistance programs
- access to wellness programs (such as subscription to *Headspace*) , **and more**



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S.U.C.C.E.S.S. is an equal opportunity employer. We are dedicated to building an inclusive environment that embraces diversity of thought, backgrounds and experiences. We are committed to the equitable treatment of all individuals and will continue to embed diversity and inclusion principles within our policies, procedures, services, and activities.

Interested candidates please apply by 11:59pm February 10, 2023 at:

<https://successbc.bamboohr.com/careers/159?source=aWQ9Mjg%3D>

While we appreciate all applications, only those selected for an interview will be contacted.