



St. James-Assiniboia School Division
Great Schools for Growing and Learning

Division Grant Writer
Contracted position

Key Responsibilities:

- **Research and Identify Funding Opportunities:** Conduct thorough research to identify grants and funding sources that align with the school division's objectives.
- **Grant Proposal Development:** Write and develop high-quality grant proposals, including narratives, budgets, and supporting documentation.
- **Collaboration:** Work closely with senior administration, school administrators, teachers, and staff to gather necessary information and ensure proposals meet the specific needs of each school.
- **Compliance and Reporting:** Ensure all grant applications comply with funding requirements and guidelines. Prepare and submit required reports and documentation for awarded grants.
- **Project Management:** Track and manage multiple grant applications simultaneously, ensuring deadlines are met and proposals are submitted on time.
- **Communication:** Maintain clear and effective communication with all stakeholders throughout the grant application process.

Qualifications:

- **Education:** Bachelor's degree in English, Communications, Education or a related field. Advanced degree preferred.
- **Experience:** Proven experience in writing, grant writing, preferably in the education sector. Familiarity with school programming and development needs is a plus.
- **Skills:**
 - Excellent written and verbal communication skills.
 - Familiar with the public education sector.
 - Strong research and analytical skills.
 - Ability to work independently and manage multiple projects.
 - Detail-oriented with strong organizational skills.
 - Proficiency in Microsoft Office Suite and grant management software.

[CLICK HERE TO APPLY](#)

Application must be made by Wednesday, September 3, 2025 at 4:00 p.m. to the attention of:
Director, Human Resources
St. James-Assiniboia School Division
2574 Portage Avenue, Winnipeg, MB R3J 0H8

All applicants are thanked for their interest; however only applicants selected for an interview will be contacted. Employment is contingent upon the provision of clear Criminal Record and Child Abuse Registry checks.

The St. James-Assiniboia School Division is proud to employ staff who represent the diverse community it serves and is committed to providing an inclusive and barrier free work environment. We value diversity in our workplace; hence, we invite and encourage applications from people that self identify as members of designated groups (Indigenous peoples, persons with disabilities, members of a visible minority, and women).

If you need to be accommodated during any phase of the hiring process, please contact Human Resources to request special accommodation. All information received relating to accommodation will be kept confidential.