

Employment Opportunity
Grant Writer & Strategic Projects Coordinator
Communications and Strategic Projects Department
Permanent Part-Time
24 hrs per week @ \$34.15/hr

Reporting to the Director of Communications and Strategic Projects, this permanent part-time role is responsible for identifying funding opportunities, authoring high-quality grant and award submissions, supporting cross-departmental projects, and contributing to municipal communications initiatives. The successful candidate will combine strong writing and research skills with project management expertise and an understanding of the municipal environment.

Key Responsibilities

Grant Writing & Funding Development

- Research, track, and analyze municipal, provincial, federal, and external funding opportunities aligned with Township priorities.
- Lead the development, writing, and submission of grant applications, including narrative development, budgets (in collaboration with Finance), work plans, and supporting documentation.
- Coordinate internal input from departments to ensure accurate, complete, and timely submissions.
- Maintain a grants calendar and reporting schedule; support post-award reporting and compliance requirements.
- Track funding outcomes and prepare summary reports for senior leadership and Council, as required.

Awards & Recognition

- Identify and prepare submissions for municipal, industry, and sector-recognized awards.
- Draft compelling award nominations that highlight Township achievements, innovation, and service excellence.
- Collaborate with Communications and departmental staff to gather metrics, testimonials, and supporting materials.

Communications & Content Development

- Support the development of strategic communications materials related to funded projects, corporate initiatives, and community achievements.
- Draft clear, accessible content such as media releases, briefing notes, reports, web content, and promotional materials.
- Ensure communications align with corporate brand standards, accessibility requirements, and municipal best practices.

Project Management & Coordination

- Support planning, coordination, and monitoring of projects led by the Director of Communications and Strategic Projects.
- Establish timelines, track deliverables, and ensure deadlines are met.
- Prepare project documentation, status updates, and internal reports.
- Assist with stakeholder coordination as required for funded or strategic initiatives.

Administrative & Corporate Support

- Maintain organized records of grants, proposals, awards, and project files.
 - Support continuous improvement of grant and proposal processes.
 - Stay current on funding trends, municipal policy changes, and best practices in grant writing and public-sector communications.
-

Qualifications & Experience

Education

- Post-secondary education in Communications, Public Administration, Political Science, Business, English, Journalism, or a related field, or an equivalent combination of education and experience.

Experience

- Minimum of 3–5 years of progressive experience in grant writing, communications, or proposal development, preferably in a municipal, public-sector, or not-for-profit environment.
- Demonstrated success securing grants or funding and preparing competitive award submissions.
- Experience supporting or coordinating projects with multiple stakeholders.

Skills & Competencies

- Exceptional written communication skills with the ability to translate complex information into clear, compelling narratives.
- Strong research, analytical, and attention-to-detail skills.
- Proven project management and organizational abilities in a deadline-driven environment.
- Ability to work collaboratively across departments while managing independent workloads.
- High level of professionalism, discretion, and accountability.
- Proficiency with Microsoft Office and related collaboration tools; experience with grant management systems is an asset.
- Familiarity with municipal governance, Council reporting, and public-sector accountability is preferred.

The selection process may include assessment methods to further determine a candidate's knowledge and skills for the position.

The successful applicant will be required to provide a Police Criminal Reference Check.

Please submit a detailed application outlining current experience, background and education. The application must be received in writing to Human Resources Department, no later than 4:30 p.m. on **Wednesday 23, 2026**. Replies should be addressed to Valerie Ratchford, Human Resources Advisor at resumes@scugog.ca.

NOTE: We thank all applicants and advise that only those selected for an interview will be contacted. Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act. AI will not be used to screen resumes.

The Township of Scugog is an equal opportunity employer. In addition, accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Please contact Human Resources if required.