



CANE/AIIE

**Canadian Association of Nurses for the Environment
Association d'infirmières et infirmiers pour l'environnement**

The Canadian Association of Nurses for the Environment (CANE) is a not-for-profit environmental health organization that supports nursing professionals. CANE facilitates knowledge sharing and transfer based on environmental health principles and nursing best practices; Supports evidence-based environmental health practice; Influences policy development and legislation to support environmental nursing practice; and promotes educational and research opportunities for nurses. CANE is a national organization representing a group of nurses with specialized knowledge within Canada and is an associate group of the Canadian Nurses Association.

CANE is looking for a highly motivated, well-organized professional to fill a volunteer position of Funding/Grant Coordinator. This position reports to the President of the CANE Board of Directors.

Key responsibilities of the Funding/Grant Coordinator

The Funding/Grant Coordinator, under the direction of the executive, works to develop and expand our operating grants as well as our environmental research programs. Specific duties are as follows:

- Serve as a liaison between the organization and the funders
- Assist with the development of effective grant proposals and grant reports based on the requirements of each funding agency
- Participate in periodic meetings to understand the need of fundraising and procedures necessary to obtain funding
- Understand the need of the organization and search for appropriate funders
- Identify effective and authentic funding opportunities having a lawful registration and proven track record
- Gather and present accurate information to potential funders
- Ensure that funding proposals are in accordance with funders' requirements
- Prepare budget plans
- For obtained grants, provide detailed reports to the funders and the executive board with respect to the organization's progress
- Monitor paperwork and other related documents connected with grant-funded programs
- Ensure that the funds are utilized in a proper way as planned

Qualifications

- Organized and attention to details
- Excellent communication (verbal and written) and interpersonal skills
- Effective relationship building capability in order to maintain good relationships with all executive, partner organizations, and funders
- Skilled at writing, planning, and strategizing
- Proficient with computer skills

Benefits

This is a volunteer position, we are looking for an individual to dedicate 2-4hrs each week to assist our not for profit organization to obtain various types of funding.

Although there is no financial compensation associated with this position, you will gain valuable experience in grant development and management of research and grant funds.