

**Position:** Grant Writer – Immediate Opening  
**Office Location:** 5987 Bathurst St, Toronto, M2R 1Z3  
**Job Type:** Full time  
**Organization:** JRCC  
**Compensation:** \$60,000-\$75,000  
**Report to:** CEO

**The position:**

The JRCC is growing and looking to fill a Grant Writer position to identify and write grants and funding applications and collaborate closely on program reporting with various stake holders. This position is strategically aligned with JRCC's growth, planning for community work, and outreach in the areas of education, social services, senior services, and community engagement. The position fits individuals who hold a successful track record in grant application and are experienced in reporting on grants for all levels of government as well as private foundations.

**Responsibilities:**

Search, identify and prepare relevant requests for grants and funders; articulate and write proposals for funding; follow up with foundations and funders after application submission; keep track of deadlines and reporting; ensure strategic goals and vision are incorporated in funding requests; prioritize grant application based on projects and deadlines; collect and analyze data from various sources to support requests; assist program managers in reporting; work collaboratively with other team members and various departments.

**Qualifications:**

- 5-15 years of successful experience in grant writing – a must
- Bachelor's degree in a relevant discipline – a must
- Fluent English– a must
- Deep understanding of Jewish culture and traditions – a must
- Understanding of Chabad organizations – an asset
- Excellent communication skills, time management, independent work, and teamwork
- Excellent computer orientation and knowledge: Outlook, Word, Excel, etc.
- Excellent accuracy, punctuality, and confidentiality

Please send your resume to: [resume@jrcc.org](mailto:resume@jrcc.org)  
Only relevant candidates will be contacted. No phone calls please.

*JRCC is an equal opportunity employer, and we welcome applications from people with disabilities. Accommodations during the application process are available upon request.*