



Women Building Futures
Work Proud

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womenbuildingfutures.com

Senior Business Writer

Our Vision: Women Building Futures (WBF) is valued for empowering women to succeed in non-traditional careers, inspiring positive economic change for women and forever transforming the face of industry in Canada.

PURPOSE

To champion the development and delivery of a clear, consistent, and compelling voice, through written communication for proposals and relevant communications both internal and external. Working closely with organizational stakeholders, the Senior Business Writer develops content, writes, edits, and coordinates full cycle proposals: research, planning, development, and production; reviews/interprets RFP requirements; participates in stakeholder meetings and proposal planning; coordinates and manages execution; and is accountable for timely and accurate inputs and managing deliverables. With the support of the Leadership Team (LT), this role writes grant proposals for government, foundations, and corporations.

KEY ACCOUNTABILITIES & RESPONSIBILITIES

- Write, edit and produce critical proposals for a variety of audiences including government, foundations and corporations in a timely manner, often with critical, short-term deadlines; liaison with departmental leaders as appropriate.
- Coordinates and manages all proposals and proposal deliverables.
- Collaborate effectively with all areas of WBF to provide technical/business writing, editing and proofreading expertise in a variety of subject areas.
- Create and manage mid and end cycle proposal reporting (creating consistent templates for reporting).
- Research grant proposal trends relevant to WBF's stakeholders; research key audiences as needed.
- Attend high stakes meetings with WBF leaders to assess stakeholder needs.
- Write articulate, clear and compelling long-form pieces in a variety of forms/formats and work with other WBF staff by producing material for white papers, articles for employer and stakeholder industry news across diverse audiences.
- Act as the Substantive Editor/Copy Editor/Proof Reader for all internal and external writing related to proposals, reports, MOU's, contracts, business correspondence, press releases, presentations and more.
- Acting ghostwriter for CEO and Leadership team for articles, speeches and presentations.
- Following the Canadian Press Style Guide, establish a writing 'style guide' and editing checklist for use by all WBF departments, and provide in-house training and support on its usage.
- Conduct continuous research and gather statistics from industry and government to support grant proposals.
- Support Leadership by offering expertise and feedback as requested; use strong interpersonal and listening skills to identify opportunities for improvement and greater consistency in proposals and reporting.
- Periodically, attend workshops and external events to ensure clear understanding of needs and trends.
- Manage a comprehensive project, proposal, and editorial calendar; consistently meet deadlines and manage multiple projects in a dynamic environment.
- Manage deliverables for all proposals.

PERSONAL ATTRIBUTES

- High attention to detail and a passion for writing and editing.
- Big picture thinker, analytical thinker yet detail-oriented.
- Creative yet practical.
- Flexible and adaptable.
- Customer service oriented; ability to work collaboratively and influence without authority.
- Confident, credible, and persuasive.
- Hardworking, self-motivated, and results oriented.
- Good listener, conceptual, and practical.
- Reliable
- Team player



KNOWLEDGE, SKILLS & ABILITIES

- Outstanding communication skills; proven ability to produce high quality written documents, reports, and proposals.
- Exceptional writing, editing and proofreading skills.
- Ability to relate our vision to a broad audience and leverage current cultural trends, continually demonstrating our relevance.
- Ability to communicate effectively with a variety of audiences.
- Deep understanding of current belief systems within the sector – women and industry.
- Expert in Microsoft Office; skills in additional software an asset.
- Professional approach to relationships and service.
- Understanding of industry sector – construction & maintenance, heavy equipment, oil & gas ideal.
- Understanding of construction trades apprenticeship, education and training.
- Quick study with ability to apply a historical lens to gain insight and blend that with an innovative approach to capturing successes and inspiring belief in the future.

EDUCATION & EXPERIENCE

- 5 Years of technical and/or creative business writing and/or proposal coordination.
- Experience with grant writing and submissions with government, foundations and corporate entities.
- Experience writing for diverse audiences using multiple channels including professional proposals, white papers, and website content among others.
- Exposure to industry is ideal.
- Track record of meeting deliverables in a timely manner.
- Experience collaborating with multiple team members and with matrix reporting.
- Relevant undergraduate and graduate degrees.

ORGANIZATIONAL RELATIONSHIPS

- Reports to TBD.
- Works closely with the CEO and Leadership Team on specific projects.

Interested applicants can e-mail their cover letter and resume to Human Resources at careers@womenbuildingfutures.com. Please note only short listed candidates will be contacted.

Open until suitable candidate is found.