



Job Title: Grant Writer

Organization: The Philip Support Foundation

Location: Edmonton, Alberta, Canada (Remote)

Employment Type: Part-time (10 hours a week)

Reports to: Executive Director

About the Organization


The Philip Support Foundation is a mission-driven organization committed to promoting mental wellness, restoring hope and empowering communities, we are seeking a skilled and passionate Grant Writer to help secure funding that supports and expands our programs and impact.

Job Summary


The Grant Writer will be responsible for researching funding opportunities, writing compelling grant proposals, and managing grant submissions to foundations, corporations, and government agencies. This role plays a critical part in sustaining and growing the organization's mission through strategic funding.

Key Responsibilities

- Research and identify grant opportunities aligned with the organization's mission and programs
- Write clear, persuasive, and well-structured grant proposals, letters of inquiry, and funding applications
- Collaborate with program managers and leadership to gather data, budgets, and impact reports
- Ensure all grant applications meet funder guidelines and deadlines
- Track submitted grants, maintain a grants calendar, and manage reporting requirements
- Assist with grant compliance, progress reports, and renewal applications
- Maintain a database of funders, submissions, and outcomes

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- Stay informed about funding trends and donor priorities

Qualifications & Requirements

- Proven experience in grant writing, fundraising, or non-profit development
- Strong research, writing, and editing skills
- Excellent attention to detail and ability to meet deadlines
- Ability to translate program goals and impact into compelling narratives
- Familiarity with non-profit funding sources, foundations, and grant portals
- Strong organizational and time-management skills
- Ability to work independently and collaboratively

Preferred Skills

- Track record of successful grant awards
- Experience with government or international grants
- Knowledge of monitoring and evaluation (M&E) reporting

What We Offer


- Opportunity to make a meaningful impact
- Flexible work arrangements
- Supportive and mission-driven team
- Volunteer experience and compensation

How to Apply

Interested candidates should submit their resume and cover letter detailing their experience and passion for the role to: hr@thepsf.ca and cc: info@thepsf.ca with the subject line: **Grant Writer – (Your Name)**

Application Deadline: 15 February 2026

Only Shortlisted candidates will be contacted.

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The PSF is an equal-opportunity organisation and encourages applications from individuals of diverse backgrounds, including those with lived experience of mental challenges.

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