

# HOLLYHOCK

**Position:** Grants & Sponsorship Manager

**Reports to:** Development Director

**Start Date:** March 15, 2020

**Hours and Location:** Part-time (24 hours/week), Year-Round, in Vancouver

**Wage:** \$30,000/year

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## ABOUT US

**Hollyhock exists to inspire, nourish, and support people who are making the world better.** We host over 100 personal and professional development programs each year, immersing our staff in a culture of connection, personal growth, and progressive social change.

Our Vancouver office is a shared work space in the heart of Gastown, on the traditional territories of the of the Sḵw̓x̓wú7mesh (Squamish), Stó:lō and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) and xʷməθkʷəy̓əm (Musqueam) Nations.

Our oceanfront Cortes Island campus rests in the traditional territories of the Klahoose, Tla'amin, Homalco Nations; and as the current stewards of this land, we are committed to right relations with these First Nations peoples.

Our campus boasts rustic accommodations, vegetarian buffet meals with local seafood, yoga, bodywork, a world-famous garden, hot tubs, and network of nature trails through towering cedar and douglas fir trees. Hollyhock staff receive discounts on all of our services and meals, and the opportunity to experience a complimentary Hollyhock program.

We believe that a workforce that reflects the diversity of the communities we serve strengthens our ability to achieve our mission. We strongly encourage applicants of all genders, ethnic and cultural backgrounds, sexual orientations, abilities, and with a range of life experiences to apply.

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## ABOUT THE ROLE

The Grant & Sponsorship Manager is a member of the Development Team and is primarily responsible for fundraising activities related to corporate sponsors, corporate & private foundations and government grants. Reporting to the Director of Development, the Grants and Sponsorship Manager will work with the Development Director, Conference Producers and key stakeholders to establish and maintain sponsors and grant relationships, research new opportunities, write and submit compelling proposals, grant requests and reports, conduct prospect research, and maintain a calendar of submissions and other deadlines for all grants. In a team-based, dynamic environment, this role will also provide occasional support of events and special projects as requested.

# HOLLYHOCK

The ideal candidate will be an dynamic writer with experience writing persuasive copy for different audiences - successful experience in grant writing is a must. Candidates should also have experience with grant research, preparation of charitable applications, and a solid understanding of donor stewardship best practices. A commitment to teamwork and strong interpersonal skills are key, as the Manager will work closely with colleagues in Development and across the organization to meet the fundraising and mission goals of Hollyhock.

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## KEY RESPONSIBILITIES

- In collaboration with Development Director, Conference Producers, and key stakeholders, identify and evaluate prospective partnerships and grant funding opportunities.
  - Develop a strategic pipeline of potential supporters, focusing on building corporate and foundation relationships to meet sponsorship and grant budget targets.
  - Manage an assigned portfolio of sponsors and foundation relationships and ensure recognition and stewardship.
  - Work collaboratively with key stakeholders to develop compelling cases for support, proposals, LOI, grant applications and related materials.
  - Liaise with key stakeholders as needed for grant reporting requirements.
  - Be an informed member of the Development Team and make creative connections between and among staff, board, and associated circles for grant and sponsorship funding.
  - Prepare briefing materials in preparation for meetings with corporate sponsors and key stakeholders, and participate in strategy meetings.
  - Develop, manage and evaluate the budgets for sponsorship, tracking expenses against budget guidelines.
  - Ensure all aspects of agreements, contracts or Memoranda of Understanding are met.
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## SKILLS & QUALIFICATIONS

- Post-secondary degree;
- Minimum 3 years of proposal/grant writing experience, preferably in a not-for-profit environment;
- Proven track record of developing successful proposals and impact reports for six and seven-figure gift funders;
- Able to prioritize to keep multiple projects moving in a timely manner, meet numerous deadlines and manage supplemental material required for proposals;

# HOLLYHOCK

- Skilled storyteller with highly developed writing and editing ability;
  - Demonstrates initiative and leads with calm, accuracy and remains solutions-focused in a busy environment;
  - Proven organizational skills and the ability to multi-task and work under pressure to meet tight timelines with great accuracy and attention to detail;
  - Possesses sound judgement - must respect a high level of confidentiality; ability to exercise a high level of tact and discretion in both internal and external interactions is critical;
  - Donor-centric, where requests from internal and external stakeholders are responded to with high-degree of urgency, professionalism and accuracy;
  - Ability to establish long-term, collaborative relationships with colleagues build on trust, respect, humility and openness;
  - Experience with G-Suite (Gmail, GDrive, Calendar, etc);
  - Comfortable with tech platforms such as Zoom, Slack, and Asana.
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## APPLY

Please apply by sending your resume and cover letter to [penny@hollyhock.ca](mailto:penny@hollyhock.ca)

This position is open until it is filled. Please get your application in as soon as possible. Only short-listed candidates will be contacted.