

Marine Shipping Subcommittee

Statement of Work
Grant Writer

Monday - May 12, 2025 – **EXTENDED**



Issued by: Indigenous Advisory and Monitoring Committee (IAMC-TMX) – Marine Shipping Subcommittee (MSSC)

Position: Part-Time Grant Writer

Contract Term: August 1, 2025 – March 31, 2027

Deadline for Application: July 20th, 2025 @ 11:59pm PST

Submission to: info@iamc.ca

1. Introduction

The Marine Shipping Subcommittee (MSSC) of the Indigenous Advisory and Monitoring Committee (IAMC) seeks to engage a part-time Grant Writer to support its mission of securing sustainable funding for initiatives that protect the marine ecosystem of the Salish Sea, advance Indigenous governance in marine stewardship, and further develop a concept called the House of Indigenous Ocean Resources (HIOR.)

This role is pivotal in identifying funding sources, crafting compelling proposals, and ensuring alignment with Indigenous leadership principles. The grant writer will work closely with MSSC leadership to secure financial support from philanthropic organizations, government programs, and potentially corporate partnerships to sustain and expand MSSC's strategic initiatives.

2. Background & Context

About the MSSC & IAMC

The MSSC, operating under the IAMC-TMX, is dedicated to enhancing Indigenous-led oversight and regulatory transformation in marine shipping. It seeks to go beyond the narrow scope of the Trans Mountain Expansion (TMX) project and address systemic gaps in Canada's marine regulatory frameworks.

Key strategic priorities include:

- Continuing to advance the Marine Leadership Table.
- Establishing First Nations-led marine governance structures to oversee marine shipping beyond TMX.

- Advocating for policy transformation aligned with the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP).
- Strengthening Indigenous stewardship, emergency response capabilities, and ecosystem protection through the concept of the House of Indigenous Ocean Resources (HIOR).
- Expanding community engagement and marine monitoring programs to uphold the inherent rights of 29+ impacted Marine Nations.
- These initiatives require a diversified and sustainable funding model beyond federal support. This role is central to achieving that vision.

3. Scope of Work & Key Responsibilities

The Grant Writer will be responsible for the following:

3.1. Funding Strategy & Research

- Conduct comprehensive funding research to identify and prioritize potential funders, including major philanthropic foundations, government grants, corporate sponsorships, and donor-advised funds.
- Develop a funding roadmap that aligns MSSC's initiatives with the strategic priorities of targeted funders.
- Establish a roster of 10-15 high-priority funders, including both general operating support and project-specific grants.

3.2. Grant Proposal Development

- Lead the drafting, refinement, and submission of grant proposals, ensuring that proposals are:
 - Persuasive, tailored, and aligned with funder priorities.
 - Centered on Indigenous governance, sustainability, and marine stewardship.
 - Compliant with application guidelines and deadlines.
 - Work closely with MSSC leadership to integrate traditional knowledge and Indigenous governance models into grant narratives.
 - Craft impact-driven project descriptions that highlight MSSC's marine protection efforts, regulatory transformation work, and Indigenous oversight work.

- Develop clear, well-researched grant budgets and financial narratives to justify funding requests.
- Lead the coaching and co-ordination of the oral pitches, both in a virtual setting and in person.

3.3. Funder Engagement & Relationship Management

- Establish and nurture long-term relationships with funding partners through regular updates, reports, and engagement strategies.
- Coordinate and participate in introductory meetings, site visits (as applicable) and networking events to strengthen funder alignment.
- Develop compelling funding impact reports to ensure accountability and maintain trust with donors.

4. Deliverables & Milestones

The Grant Writer is expected to produce the following:

Timeline	Deliverables
Q3 2025	Funding roster with 10-15 high-priority funding prospects .
Early Q4 2025	First eight to 10 grant applications submitted to priority funders.
Q4 2025	Development and activation of customized funder engagement strategy for major donors.
Q2 2026	Submission of at least five additional grant applications .
2026 and beyond	Ongoing grant writing, relationship management, and funding strategy execution.

Success will be measured by:

1. The number and quality of funding applications submitted.
2. The total funding secured through grants and partnerships.
3. The establishment of long-term funding relationships with key stakeholders.

5. Qualifications & Experience Required

The ideal candidate will have many of the following:

5.1. Technical Expertise

- ✓ Minimum 5 years of proven experience in grant writing and fundraising for: Indigenous-led initiatives, environmental conservation, or policy transformation.
- ✓ Strong knowledge of Indigenous governance, rights-based advocacy, and UNDRIP implementation.
- ✓ Familiarity with Canadian environmental, marine, and Indigenous policy frameworks.

5.2. Writing & Communication Skills

- ✓ Exceptional proposal writing, storytelling, and impact-driven grant development skills.
- ✓ Ability to synthesize complex information into compelling narratives.
- ✓ Experience crafting funding reports and impact assessments.

5.3. Relationship-Building & Strategic Thinking

- ✓ Demonstrated success in engaging with philanthropic foundations and government funders.
- ✓ Strong networking and partnership development skills.
- ✓ Ability to work collaboratively with Indigenous leadership, legal advisors, and policymakers.

5.4. Other Key Competencies

- ✓ Understanding of First Nations protocols, cultural knowledge, and stewardship priorities.

✓ Ability to work remotely and independently while coordinating with MSSC management team.

✓ Highly organized, deadline-driven, and results-oriented.

6. Contract Details & Compensation

- **Employment Type:** Part-time contract (August 1, 2025 – March 31, 2027).
- **Compensation:** To be determined based on the strength of the applicant.
- **Reporting Structure:** Reports directly to MSSC Co-Chairs.