

Job Title

Philanthropy Grant Writer

Impact Statement

Under the guidance of the Senior Manager of Philanthropy this role is responsible for producing high-value philanthropic communications that drive fundraising results for legacy, major gifts, corporate and foundations. Coordinating with operational centers and Canadian office stakeholders to gather information and produce persuasive grant applications, proposals, and reports that attract major and multi-year gift commitments. You will collaborate closely with Fundraising, Humanitarian Affairs, Communications, and Finance teams to ensure all written materials meet Canadian regulatory requirements and MSF's internal operational and reporting standards.

Key Responsibilities

- Deliver compelling, donor-centered philanthropic materials that consistently inspire investment and deepen donor engagement. Written communications lead to increased donor interest, larger gift commitments, and positive feedback from both internal teams and external funders.
- Translate complex operational information into persuasive narratives that clearly articulate the case for support. Proposals and reports are clear, strategic, EDI compliant and emotionally resonant, helping donors easily understand the impact of their contributions and encouraging continued or increased giving.
- Produce high-quality grant applications, proposals, and reports that meet deadlines and exceed funder expectations. All submissions are delivered on time, with minimal revisions, resulting in a high rate of successful funding outcomes and renewal opportunities.
- Proactively collaborate with internal stakeholders to surface strong programmatic content and shape fundraising opportunities. Build strong relationships with Donor Engagement Officers, Content Writers, and Communications leads to produce materials that reflect a cohesive organizational voice and vision.
- Continuously strengthen the quality and strategic alignment of philanthropic communications to maximize fundraising outcomes. Written products evolve to become increasingly donor-centered, data-informed, and aligned with organizational fundraising strategies, contributing to year-over-year revenue growth.
- Work closely with the Grant Manager in Humanitarian Affairs to review public institutional proposals, review reports, and work together to oversee the designated and restricted funding processes.

Job-Specific Competencies

- **Strategic Grant and Proposal Writing for Humanitarian Medical Programs;** Proficiency level: Advanced
 - Craft compelling grant applications and major gift proposals that translate MSF's emergency medical missions and operational needs into persuasive, donor-centered narratives, using fundraising best practices to drive results.
 - Expertly adapt proposals to reflect the urgency, neutrality, and independence that are core to MSF's identity, while aligning with diverse donor motivations (e.g., humanitarian values, health outcomes, crisis response).

- Structure complex information (field updates, operational plans, restricted and unrestricted funding needs) into funder-friendly formats that drive significant and sustained philanthropic support.
- **Humanitarian Impact Communication and Ethical Storytelling;** Proficiency level: Advanced
 - Translate complex humanitarian crises, medical interventions, and operational challenges into clear, respectful, and emotionally resonant donor communications.
 - Identify and present powerful impact narratives that balance emotional engagement with respect for the dignity of MSF's patients and principles of impartial reporting.
 - Ensure that all storytelling reflects MSF's values, avoids exploitation, and maintains strict ethical standards around the portrayal of vulnerable populations.
- **Operational Information Gathering and Field Collaboration;** Proficiency level: Intermediate to Advanced
 - Build trusted relationships with humanitarian affairs, operational centers, and technical advisors to gather timely and accurate content for donor communications.
 - Navigate the complexity of MSF's decentralized operational structure to surface relevant project data, beneficiary stories, and funding needs.
 - Translate operational language into donor-friendly narratives without compromising accuracy or operational sensitivity.
- **Donor Stewardship and Accountability Reporting;** Proficiency level: Intermediate
 - Develop tailored donor reports that transparently communicate the outcomes and challenges of MSF projects, reinforcing trust and accountability.
 - Create stewardship materials that respect MSF's funding model (particularly the emphasis on unrestricted gifts) while highlighting tangible impacts for major donors and institutional partners.
 - Support donor retention by producing high-quality reports that reflect MSF's credibility, financial stewardship, and frontline impact.
- **Alignment of Content with MSF's Advocacy and Communications Strategies;** Proficiency level: Intermediate
 - Ensure that all philanthropic communications are aligned with MSF's advocacy positions, communications policies, and brand voice.
 - Integrate messaging about MSF's independence, neutrality, and *témoignage* (bearing witness) into proposals and reports, as appropriate for donor audiences.
 - Identify opportunities to strengthen donor materials by incorporating key organizational messaging around crises, access to healthcare, and operational principles.

MSF Transversal Core Competencies

- **Commitment to MSF's Principles;** *Proficiency Level 1:* Demonstrates Knowledge of and Accepts MSF's Principles
- **Cross-cultural awareness;** *Proficiency Level 3:* Demonstrates an Integrating Attitude
- **Results and Quality Orientation;** *Proficiency Level 3:* Improves Performance and Sets Ambitious and Realistic Goals
- **Networking and Building Relationships;** *Proficiency Level 3:* Creates Network Opportunities

Knowledge and Experience

- Considerable professional experience in writing, such as grant writing or journalism, with a proven track record of working with fundraisers to secure major donations from both private and public sources
- Exceptional writing, editing, and storytelling skills with the ability to tailor content for high-value donors while maintaining operational accuracy
- Strong understanding of philanthropic fundraising practices, restricted funding mechanisms, and donor stewardship principles

- Knowledge of compliance issues related to Canadian charitable giving and ability to apply internal organizational policies and procedures
- Ability to translate complex operational, financial, and medical information into accessible and compelling narratives
- Highly organized, deadline-driven, and able to manage multiple projects simultaneously in a fast-paced environment
- Collaborative spirit and excellent interpersonal skills; comfortable working across departments and with international colleagues
- Proficiency with MS Office Suite (Word, Excel, PowerPoint), Asana, and content management systems
- Familiarity with fundraising databases an asset
- Experience within an international NGO, humanitarian, or medical organization is an asset

Education, Certifications, and Languages

- Bachelor's degree in English, Journalism, Media, or International Development, or equivalent combination of training and experience
- Fluency in spoken and written English
- Proficiency in French is an asset

Working Conditions

- Work is generally carried out during the day, Monday to Friday (9:00 a.m. to 5:00 p.m. Eastern Time), some weekends and evenings may be required
- Hybrid work model (40% in MSF Canada office and up to 60% work from home)
- Office environment is open concept, and workspace is shared with colleagues
- Workstations consist of sit/stand desks, anti-fatigue floor mat, swivel chair, laptop with dock and double monitor
- Work requires long hours in front of a computer/laptop screen

Job Information

Position Level: Individual Contributor

Department: Fundraising / Philanthropy

Position Status: Full time – Permanent

Activity Rate: 100% (37.5 hours/week)

Location: Toronto, ON

Salary Grade: Level 15 on the MSF Canada Salary Grid, \$77,744 in starting year (non-negotiable)

Status: Must be legally authorized to work in Canada; MSF Canada is not in the position to support a work permit process for any applicant outside of Canada.

Benefits: Starting 4 weeks' vacation/year, flexible work hours, Health Spending Account, Lifestyle Spending Account, group insurance (Life, Dependent Life, AD&D), Peace of Mind plan (i.e. prescription drugs, accidental dental, hospital care, etc.), 5% RRSP contributions (no employee contribution required), annual professional development budget, Employee and Family Assistance Program (EFAP), internal psycho-social resources, and a positive and innovative office culture grounded in our core values of humanity, integrity, and results.

Additional Information

MSF Canada is a people-focused humanitarian organization that is proud to offer a diverse, collaborative, and inclusive work environment. We strongly believe this approach enhances our work and we're committed to equity in employment. The organization seeks to attract and engage the best professionals to join and maintain meaningful, productive, and lasting work relationships. We embrace diverse motivations and backgrounds of people working together to exhibit their passion in action for the social mission of MSF.

MSF Canada acknowledges the existence of systemic racism and oppression and is committed to sustaining and strengthening its anti-racism and anti-oppression (AOAR) efforts. As MSF Canada continues to grow and strive to remove barriers in its offices in Canada and in MSF work environments abroad, we welcome applications from individuals with unique experiences of intersectional oppression on the basis of their social markers such as their ethno-racial identity, age, gender identity, education, socio-economic status or place of origin. We encourage Black, Indigenous, People of Colour, LGBTQIA2S+ people, individuals living with disabilities and any individual deserving equity to apply.

In line with MSF's December 2021 pledge to reduce our carbon emissions by 50% by 2030, compared to our 2019 baseline, we encourage everyone to embrace and embed sustainable and climate-friendly practices. Applying a climate and planetary health lens will help us improve our operational impact. Facing climate change and environmental degradation through our operational activities by focusing on mitigation and adaptation will decrease our dependency on fossil fuels, reduce our ecological footprint and help protect human health. Everyone, at all levels, with all skill sets is needed to address the global threat of climate change.