



Woodlots BC
Forests in Good Hands

Woodlots BC (the operating name for the Woodlot Product Development Council) is seeking someone who understands the intersection of **small-scale forestry, rural community resilience, and environmental stewardship**.

The Funding & Grants Coordinator needs to be able to speak the language of both government ministries and local woodlot licensees. Below is an outline of the role.

Role Title: Funding & Grants Coordinator

- **Organization:** Woodlots BC (Woodlot Product Development Council)
- **Location:** Remote within BC
- **Type:** Part-time contract position

The Opportunity

Woodlots BC is the voice of small-scale forestry in British Columbia. We represent the individuals, families, and First Nations who manage more than 800 woodlot licences across the province. From wildfire risk reduction to innovative silviculture, our work ensures that BC's "forests are in good hands."

We are seeking a **Funding & Grants Coordinator** to secure the resources necessary to support our members and advance sustainable forest management. You will be the bridge between major funding bodies like Forest Enhancement Society of BC (FESBC), the Province of BC, various trust funds and the grassroots projects that keep our rural communities thriving.

Key Responsibilities

- **Grant Strategy:** Identify and pursue funding opportunities that align with our strategic goals, including, but not limited to wildfire mitigation, carbon sequestration, and educational outreach.
- **Proposal Writing:** Draft technical and persuasive grant applications that highlight the unique value of the woodlot tenure system.
- **Stakeholder Liaison:** Maintain strong professional relationships with government, program partners, industry NGOs, and private foundations.
- **Compliance & Monitoring:** Oversee the lifecycle of funded projects, ensuring all reporting requirements for funding agencies like FESBC are met with precision, timeliness and accuracy.
- **Member Support:** Assist regional woodlot associations in identifying local funding streams for community-specific forestry initiatives.

What You Bring to the Table

- **The Forestry Connection:** A solid understanding of BC's forestry landscape, natural resource management, or rural economic development.
- **Proven Track Record:** At least [3+] years of experience in grant writing or non-profit fund development, preferably within the environmental or resource sector.
- **Communication Skills:** You can translate complex forestry data into compelling stories of community impact.
- **Project Management:** You are highly organized and comfortable managing multiple deadlines and reporting cycles simultaneously.
- **BC Roots:** Knowledge of the unique challenges and opportunities facing rural BC communities and woodlot licensees.

Why Woodlots BC?

- **Make a Tangible Difference:** Your work directly supports wildfire resilience and sustainable forest health across the province.
- **Flexibility:** We value results over "desk time" and offer a [Remote / Hybrid] working environment.
- **Community:** Join a passionate team dedicated to supporting the families and First Nations who live and work in BC's forests.

How to Apply

Interested candidates are invited to submit a resume and a brief cover letter outlining their experience with BC-based funding bodies to hello@woodlotsbc.ca. We are specifically interested if you have experience with Forest Enhancement Society of BC, Forest Investment Program, Silviculture Innovation Program, or Price Waterhouse Coopers and the FESIMS/FIRS portals. Not all applicants will be contacted. This posting will be open until this new position is awarded.