



## MANAGER: GRANTS – VOLUNTEER OPPORTUNITY

Founded in 2005, **Habitat for Humanity Mississauga (“HFHM”)** is one of 72 Habitat for Humanity affiliates within Canada, and is part of Habitat for Humanity International (HFHI), a faith-based, worldwide network of affiliates that spans 93 countries, has built over 300,000 homes, and is now building a new home every ten minutes.

HFHM’s mission is *to mobilize volunteers and community partners in building affordable housing and promoting homeownership as a means to breaking the cycle of poverty.*

HFHM is a volunteer driven organization. One of our sources of funding is grants from corporate foundations, not for profit organizations and government. We are currently looking for a volunteer to source, write and follow up on grant opportunities and play an active role as a member of the HFHM Development Committee.

### **SPECIFIC RESPONSIBILITIES**

- Identify opportunities for grant opportunities.
- Maintain and update existing calendar of grant applications and database.
- Write grants and submit for internal approvals.
- Submit grants as per stated timelines.
- Follow up throughout the process proactively using both email and phone.
- Work closely with the corporate relationship manager.

### **REQUIREMENTS**

- Commitment to the work of Habitat for Humanity Mississauga and its Mission, Vision and Values.
- Ability to think creatively as to how the criteria of the funding organization can be met through Habitat for Humanity Mississauga activities.
- Excellent written and verbal communication skills.
- Ability to track and manage projects.
- Computer literacy including work and excel
- Fluent in English
- Ability to attend monthly committee meetings on a regular basis.

### **Desirable Background/Experience**

- Background that includes; grant writing for NFP organizations, development of RFP’s, proposals or other like written documents.
- Background in corporate communications or public relations would be an asset.
- Experience tracking projects and following up with Stakeholders.

Applicants are asked to forward their resume to [hr@habitatmississauga.ca](mailto:hr@habitatmississauga.ca) and include Habitat Mississauga Manager of Grants in the subject line. We thank all applicants for their interest but only those selected for an interview will be contacted.