



JOB TITLE: Grant Writer

REPORTS TO: Director of Development

OVERVIEW

We are seeking a Grant Writer to work part time as a member of our dynamic Development team at Indian River Habitat for Humanity (IRHFH). The ideal candidate will have superior writing and communication skills, with an emphasis on writing proposals. Habitat's revenue from grants has substantial opportunity for annual growth. The person in this position will play a critical role in researching and identifying new funding opportunities; ensuring that Habitat crafts compelling proposals; captures complex affordable housing issues, as applicable; and articulates Habitat's local impact in practical and probable ways.

SPECIFIC DUTIES

- Prepare persuasive proposals, write grant applications, and conduct all administrative functions related to researching, identifying, developing and responding to new funding opportunities
- Develop timelines and work plans for proposal development and post award grant management
- Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants
- Identify and build relationships with current and potential local and national grant providers
- Collaborate with all departments at IRHFH
- Ensure the timely submission of grants and proposals, as well as accurate communication with funders, colleagues and the organization's management
- Maintain accurate and up-to-date documentation on all grant related activity
- Develop a thorough understanding of the goals, mission, philosophy and policies of IRHFH
- Assist with other fundraising projects as requested
- Other duties as assigned by the Director of Development.

QUALIFICATIONS:

- Bachelor's Degree required, Master's degree preferred
- Knowledge of affordable housing issues and/or economic policy preferred
- Passion for non-profit work in a "hand up - housing secure" environment and a drive to make a difference in the lives of the families of Indian River County
- Proven track record of securing funding
- Prior experience with grant research information sources

SKILLS AND ABILITIES:

- Excellent writing, editing, and proofreading skills
- Well-developed computer skills
- Independent self-starter, yet effective team player
- Keen attention to detail a must
- Ability to successfully manage competing priorities

Please send your resume and a cover letter to marketing@ircHabitat.org.