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JOB OPENING

Candidates interested in applying for this position please review the essential job responsibilities and qualifications outlined below, and email Salary Requirements, Current Resume and Cover Letter to jobs@sandiegohabitat.org

JOB TITLE: GRANT WRITER
Department: Development
Status: Exempt/Salary – Full-time
Reports to: Director of Development
Date: January 2019

JOB SUMMARY:

The Grant Writer is responsible for developing and writing all grant proposals (local, public, private, government) and persuasively communicate the mission and program needs of San Diego Habitat for Humanity (SDHFH) to potential funders.

Reporting to the Director of Development, the Grant Writer will conduct prospect research, assemble and submit grant requests, work with the programs team to develop and submit successful funding requests, adhere to follow-up and reporting requirements, working collaboratively with program staff; maintain a calendar of submissions and other deadlines, and serve as the point person for organizational impact data.

Essential duties include but are not limited to:

Resource Development

- Identify, research, and qualify prospective government, private and corporate foundation grant opportunities.
- Write and submit compelling proposals, compiled from inspiring stories, accurate data and thorough responses to grantors' requests.
- Create and manage an aggressive grants calendar, providing direction and advice to the Development and Program teams to gather appropriate information to ensure the timely submission of proposals.
- Complete and submit all required and non-required follow up information for funders, detailing the impact of their support over time.
- Provide proposal writing support to the Community Partnerships team and Development Director for corporate build day proposals.
- Track prospects, proposals and funds received in the organization's CRM database (Raiser's Edge).

- Produce reports and updates on grants in the funding pipeline in a timely manner.
- Utilizing available software research potential new sources of funding for organization programs, including but not limited to New Construction, Neighborhood Revitalization, Repair Corps, Critical Repair, Volunteer Services, and general operations.
- Attend funding workshops and develop relationships with funders in efforts to deepen their understanding of SDHFH.
- Ensure that funders are acknowledged and recognized appropriately for their contributions as determined by the organization's Donor Stewardship Plan.
- Assist the Development Team with organization-wide events as needed.
- Coordinate grants awarded through HFHI with the U.S. Grants Team in partnership with the Development Director.

Administration

- Work with management to provide accurate information during the budget and audit process.
- Complete expense reports and mileage logs in a timely and accurate manner.

QUALIFICATIONS

- Ability to successfully perform the essential responsibilities of the position.
- Minimum of two to four years of professional nonprofit development/fundraising or professional marketing/writing experience.

REQUIRED SKILLS/KNOWLEDGE/ABILITIES

- Must be self-motivated, possess excellent organizational skills and strong attention to detail, completing assignments accurately and within established timelines.
- Excellent writing, analytical, and research skills are essential.
- Must work well in a deadline-oriented environment, possess the ability to seek and synthesize information, communicate in a compelling and succinct form, and have a solid understanding of budgets as they relate to program/project proposals and grants; must handle confidential information appropriately.
- High level of computer literacy required to include extensive experience using Microsoft Office Suite – Outlook, Excel, Word, web-based grant application submission and monitoring; online databases and other sources to conduct biographical, financial and philanthropic research; experience with CRM applications like Raiser's Edge.
- Must be able to appropriately communicate with all internal and external stakeholders and maintain a professional demeanor at all times.
- Ability to work on projects independently, and to anticipate and identify problems and be resourceful in finding appropriate solutions.

- Ability to work in a fast-paced environment and manage competing priorities and tasks, while maintaining positive regard for others.
- Demonstrates good judgment, tact, and acceptance of differing points of view, cultures and beliefs.
- Open and welcoming of people of any faith or no faith, individuals of diverse populations, and socio-economic backgrounds
- Commitment to nonprofit service with an interest in advancing the critical call for affordable housing in San Diego County
- Demonstrates a high level of ethics, integrity, diplomacy and initiative

EDUCATION:

- Bachelor's Degree in related field.

LANGUAGE SKILLS:

- Ability to read, write, and speak English fluently
- Ability to speak and understand Spanish a plus

WORK ENVIRONMENT:

- Non-smoking, professional office environment
- Fast paced and open office working environment with multi-level distractions
- Average 40 hour work week
- Occasional work outside normal business hours, including early mornings, evenings, or weekends, is expected

SPECIAL CONDITIONS:

- A background screen will be conducted
- Valid current California Driver's License with good driving record

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- ✓ Paid time off, holidays, and employee and family health, dental and vision benefits, 403(b) retirement plan

To apply, please send the following materials to jobs@sandiegohabitat.org:

In Subject Line: "Grant Writer"

- **Cover Letter**
- **Resume**
- **Salary Requirements**