

building strength, stability and self-reliance through shelter

sandieghabitat.org

Grant Writing Volunteer Position Description

OUR MISSION: San Diego Habitat for Humanity brings people together to build homes, communities, and hope. This is achieved through partnering with families on the construction of new homes, as well as the repair of existing homes with existing homeowners. Habitat was founded on the conviction that every man, woman and child should have a simple, decent and affordable home to live in dignity and safety.

GENERAL SUMMARY: As a grant writing volunteer for San Diego Habitat for Humanity, your primary responsibility will be to assist with the identification of appropriate grantors and the execution and submission of grant requests. This work requires a volunteer with strong research, writing, and analytical skills. Specific duties include, but are not limited to:

- Prospect identification and research
- Proposal writing (primarily letters of inquiry) in conjunction with San Diego Habitat's Grant Writer
- Assist with updating and maintaining San Diego Habitat's grant prospect database

TYPE: This is an unpaid volunteer position.

SUPERVISOR: Lizbet Carrillo, Volunteer Coordinator

REPORT TO: Kristin Maldonado, Grant Writer

EXPERIENCE:

- **Skills/Abilities:** The qualified candidate will have excellent writing, verbal, proofreading, editing, and organizational skills. Ideal candidates will also be flexible team players, self-motivated, and detail-oriented individuals with strong interpersonal and communication skills, with the ability to prioritize and work well under deadlines. Computer aptitude and Microsoft Office experience required.
- Demonstrate good interpersonal and communication skills
- Willing to advocate the mission of San Diego Habitat for Humanity with tact and diplomacy

SCHEDULE:

- Our administrative office is located at 8128 Mercury Court San Diego, CA 92111.
- Part-time – 4-8 hours/week

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- Timeframe and Schedule: Flexible from 8 a.m. - 5 p.m.

TRAINING PROVIDED:

- Onsite training is provided and consists of a tour of the facility, overview of the current and future projects of San Diego Habitat, frequently asked questions about Habitat, and our ongoing mission. Position specific training will be coordinated by Kristin Maldonado.

BENEFITS TO VOLUNTEER:

- Being part of San Diego Habitat for Humanity's mission
- Credited service hours for school and/or future job applications
- Experience in a nonprofit office
- The opportunity to interact with a variety of different people
- Appreciation from the San Diego Habitat staff

To apply, send your resume to volunteerservices@sandieghabitat.org and enter "Grant Writing Volunteer" in the subject line of the email.