



**An Equal Employment Opportunity Employer**

## **Grant Writer**

**Do you have exceptional research & writing skills? Have you demonstrated success in developing proposals for funding? If so, we would love for you to bring your talents to Milwaukee Habitat for Humanity and join our mission to bring people together to build homes, communities and hope.**

**As the Grant Writer, your primary objective is to research, prepare and submit proposals from foundations, corporations, and government sources for both unrestricted operating revenue and restricted projects.**

**You will help** Milwaukee Habitat for Humanity by leading these critical areas:

### **Grant Management:**

- Write and submit letters of intent, proposals, and applications for all types of grants.
- Research, evaluate and prioritize a sufficient number and quality of prospects.
- Vet projects and programs and set priorities for funding to ensure proposal conditions & expectations are met.
- Develop and steward relationships with institutional funders by meeting with donors and prospects.

### **Reporting and Compliance:**

- Oversee annual grants revenue goal and provide forecasts.
- Maintain organization's grants calendar. Manage internal reporting and compliance systems to track grant status and submit required progress reports.
- Serve as the compliance lead for government grants, such as HOME, Housing Trust Fund, and SHOP grants.

### **Other Duties:**

- Keep up to date on local housing issues and housing research.
- Perform additional duties and responsibilities as assigned.

### **Qualifications and experience this role requires:**

- Bachelor's degree or equivalent professional experience required.
- 2-4 years of experience in grant proposal writing/reporting
- Knowledge of basic fundraising techniques and strategies
- Understanding of corporate, foundation and government grant-making process

- Superior writing and communication skills, with emphasis on proposal writing and reporting
- Ability to synthesize information and communicate in a succinct manner
- Solid understand of budgets as they relate to proposals and grants
- Demonstrated ability to manage a portfolio of funders and succeed in securing funding
- Knowledge and familiarity with techniques for fundraising prospect research
- Experience with organizational budget development and monitoring
- Knowledge of contracts and agreements preferred
- Ability to manage multiple projects and effectively set priorities
- Excellent computer skills including fundraising databases and Microsoft Office Suite
- Disciplined self-starter who can set and achieve goals
- Ability to work independently and as an effective member of a team

**How to Apply:**

When applying, please make sure to upload your resume and cover letter.

Milwaukee Habitat for Humanity affirms its social and legal commitment to promote an atmosphere and environment that recognizes the principle and practice of equal employment opportunity. Milwaukee Habitat for Humanity does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, status with regards to public assistance, membership or activity in a local commission or citizenship status, or any other characteristic protected by law.