



Fundraising Manager, Grant Funding

The Etobicoke Humane Society requires a Volunteer Manager, Grant Funding

The Manager, Grant Funding is responsible for researching, preparing, executing and submitting, grant proposals on behalf of EHS.

The time commitment for this volunteer position is 5 hours per week, however, presence on site at the shelter will be required from time to time.

Primary Duties and Responsibilities

- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation, corporate, and other sources.
- Proactively research, track and evaluate potential grant prospects.
- Collect any required information necessary to report on current grants.
- Comply with all grant application and reporting requirements.

Knowledge and Skills

- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Strong editing skills, ability to take large amounts of information and put in concise format.
- High attention to detail, process oriented.
- Ability to meet deadlines.
- Knowledge of fundraising and research grant information sources is preferred.

Qualifications

- Comfortable conducting research and using technology/online resources to support research efforts.
- Previous experience in non-profit fundraising/grant applications a definite asset.
- Experience working in deadline-driven environment.

Please visit us at: www.etobicokehumanesociety.com

About us: www.etobicokehumancesociety.com/about-us/

Please respond to: green.m.meghan@gmail.com