



**Habitat for Humanity Buffalo is in search of a full-time Grant Administrator** to join our team. This individual will support Habitat Buffalo's fundraising goals by researching, writing and administering both public, private and government grants. This position will manage the organization's database of supporters capturing and reporting data to both internal and external stakeholders to ensure Habitat Buffalo remains compliant with funding requirements.

The ideal candidate is someone who has:

- Bachelor's degree
- 5 years proven grant writing experience with public, private and federal grants. Experience with the Affordable Housing Corporate and Federal Home Loan Bank grants preferred
- Excellent written and verbal communication skills, in particular, the ability to make compelling presentations to diverse groups and to prepare well-written proposals and public relations materials
- Excellent organizational and time management skills
- Experience working with volunteers and/or personal volunteer experience

To apply, please email your resume and cover letter to [slawson@habitatbuffalo.org](mailto:slawson@habitatbuffalo.org).

**Habitat for Humanity Buffalo, Inc. is an affirmative action/equal opportunity employer and is committed to respecting diversity and individual differences.**