



**Habitat for Humanity Buffalo is in search of a part-time Grant & Database Coordinator** to join our dynamic team. This individual will support Habitat Buffalo's fundraising goals and will manage the organization's database of supporters. This includes researching and soliciting support from new and past funders, capturing and reporting data appropriately, and ensuring Habitat Buffalo remains compliant with funding requirements.

The ideal candidate is someone who has:

- Associate's degree
- 5 years experience in grant writing, some data management experience (Salesforce preferred)
- Excellent 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 [info@habitatbuffalo.org](mailto:info@habitatbuffalo.org).

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