

**Reports to:** **Director of Fund Development**

**Position Type:** **Full Time Permanent** - This position operates in a hybrid work environment, combining in office collaboration with remote flexibility up to 3 days a week.

**Location:** **60 Archibald Street, Winnipeg**

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## **Position Overview:**

As a member of the Marketing, Communications & Philanthropy team, you will play a pivotal role in ensuring financial growth through finding funding for Habitat for Humanity Manitoba. Your contributions will be one of the driving fundraising strategies to help us continue making a meaningful impact in the community.

This role has a dual focus. The first is to manage a portfolio of grants: building relationships with funders, supporting them to understand and communicate their impact, and monitoring finances, delivery and risk.

The second focus of the role is to look at how to increase funding from the three levels of government to identify learning that could influence policy and practice, and lead on making that change.

## **Grant and Foundation Research and Management (60%)**

- Develop and implement organizational Grant Policy which aligns with granting best practices, collaborate with finance department and senior management team, provide training on policy to all departments
- Grant Strategy Development - design and implement a strategic grant plan that aligns with Habitat Manitoba's business plan, focusing on current funding priorities
- Identify and research potential grants and Foundation opportunities through database software and other resources, including networking events
- Assist in identifying opportunities for funding and complete the application with the support of key stakeholders
- Write, prepare and submit compelling grant proposals to government agencies, foundations, corporations, and other funders. Tailor applications to meet each funder's unique requirements
- Manage grants by tracking; developing internal reporting systems; maintaining excellent historical records
- Work with marketing, communications and philanthropy team to ensure each project or program is meeting proposal conditions and expectations

- Work with various departments to collect data and insights that demonstrate the impact of Habitat Manitoba's work. Ensure that program teams understand and fulfill grant requirements and support program teams in meeting obligations
- Manage grant calendar, track deadlines and the process of applications. Track and manage all grant activities in grant tracking software, ensuring compliance with all grant requirements, including financial reporting and program impact documentation
- Ensure grant, donor and gift information are up to date and accurate in Abila
- Donor Stewardship and Reporting - Oversee ongoing communication with funders, including stewardship and impact reporting

### **Major Gifts and Corporate (20%)**

- Proactively identify new major individual donors and corporate donor prospects using external information, external data mining, extensive relationship mapping, etc
- Using a broad spectrum of resources, research, organize and evaluate a prospect's financial capacity, ability to give, inclination to give, charitable interests, and connection to Habitat Manitoba mission & values
- Produce summaries and reports on prospects and donors by synthesizing and analyzing information obtained from internal and external sources.
- Assist in developing and implementing proactive prospecting methodologies to identify potential supporters and track status internally
- Track all constituent relationship activity, profiles, research and information in Abila
- Track and report relationship activity including identification, qualification, cultivation, solicitation and stewardship of prospective and current individual and corporate donors

### **Analysis, Research and Policy Paper Development (20%)**

- Stay apprised of social policy related to housing and home ownership at the municipal, provincial and federal levels
- Research and gather data to support Habitat Manitoba's mission related to home ownership for low income families
- Research social policy related to other programs Habitat may develop or changes to elements of our home ownership business model including, but not limited to (mortgage model, renovations, volunteer activity, etc.)
- Develop policy papers related to Habitat Manitoba programs to be used in advocacy and application for funding to all levels of government
- Work closely with CEO and the Marketing, and Communications Specialist to understand current government relationships and priorities

## **About Habitat for Humanity Manitoba**

Founded in 1987, Habitat Manitoba is a not for profit housing organization that believes everyone deserves a safe and decent place to live. Habitat for Humanity has a decades-long legacy of improving access to quality affordable homes, locally and worldwide.

Thanks to our generous corporate and individual donors, thousands of volunteers, and customers at our three Habitat ReStores, we continue to help build homes, communities and hope in Manitoba. Habitat Manitoba have helped 540 families purchase their first home.

Every safe, affordable home sparks wider change, leading to better health, education and well-being, more economic growth and less poverty. Peace of mind and the ability to focus on what matters most – it all starts with a home.

Competitive compensation and benefits package will be offered.

**Please submit a letter of interest with salary expectations and resume to Joanne Patenaude at [jpaternaude@habitat.mb.ca](mailto:jpaternaude@habitat.mb.ca) by 4:00 pm on Friday, February 20, 2026. Only candidates selected for an interview will be contacted.**