**Grants Officer - Volunteer**

Haitian Educational Initiatives, Inc. (HEI) is a 501(c)(3) non-profit organization whose mission is to support Haitian-led initiatives enabling impoverished children to attend school in Jacmel, Haiti. We provide funds for school fees, uniforms and school supplies, as well as provide after-school tutoring, vocational training, summer camp, and food programs.

HEI seeks a skilled and passionate Grants Officer to help us support our mission and expand our services. The Director will design and execute an annual grant-writing plan in collaboration with the Board of Directors and Executive Director. Specific responsibilities include:

* Partnering with Program Director to prioritize program needs.
* Identifying and researching prospective foundations for grant opportunities.
* Preparing, submitting and managing all grant proposals.
* Managing tracking system for all foundation proposals, reports and materials in order to meet deadlines and reporting requirements.
* Actively engaging with the Executive Director on new opportunities for funding including outreach and relationship building
* Attending quarterly Board meetings as needed.

Job Qualifications:

* Demonstrated excellent written, oral and interpersonal skills.
* A results-oriented work approach, a team player and creative problem solver.
* Bachelor’s degree from an accredited college or university.
* Minimum 2 years’ experience with grant research and writing.
* Computer literacy in Microsoft Office.

Time Requirements:

Flexible schedule, average 8 hours per week. Work remotely with availability for in-person staff and donor/prospect meetings as necessary