

## Resource Development Researcher

### This volunteer position involves:

- Assist in conducting research of potential partners and opportunities within affiliate region
- Identify key organizations and compile lists of contacts to be used as resource for fund development purposes
- When volunteering out of office/from home, remain accessible by email and maintain in close communication with Fund Development Associate to report on progress
- Attend meetings out of our Burlington office when required
- Assist in preparing Fund Development special projects/tasks
- Other duties as required

### Time commitment:

2 days/week (half days, flexible) between Monday and Friday, 9am – 5pm

### Additional screening required:

- Interview

### Training:

Orientation provided

### Qualifications/experience necessary:

- Ability to work with a team as well as independently
- Outgoing and professional
- Excellent business writing skills
- Attention to detail is critical
- Have computer at home to be able to work from home, if necessary.
- Experienced in Explorer/search engines and other research tools and directories;
- Understanding of the Habitat for Humanity philosophy and the desire to promote it;
- Excellent verbal and written communication skills and the ability to effectively communicate with others

### Locations:

Burlington office

### Additional questions regarding this position? Contact:

Karen Robertson Paget (Coordinator at Volunteer Services)

Phone: 905-637-4446 x287

Email: [kpaget@habitatm.ca](mailto:kpaget@habitatm.ca)