



Are you interested in applying your passion for writing to help a grassroots Canadian charity? If so, this is the perfect opportunity for you!

The Canada-Mathare Education Trust (CMETrust) is looking for a volunteer **Grant Writer.**

Background:

Canada Mathare Education Trust (www.CMETrust.org) works to advance education in Kenya by providing high school scholarships, post-secondary school support, computer training, and personal and professional development workshops to children from the Mathare Valley, the second largest slum in Nairobi, Kenya. We are a registered Canadian charity (and Kenyan Community-Based Organization), governed by a voluntary Canadian Board of Trustees and implemented on the ground by Kenyan Field Representatives.

Description of Position:

The Grant Writer will lead on identifying, developing and submitting grant/funding applications to a variety of grant/funding organizations. With a focus on the fundraising strategy for the next 5 years, this position will play an important role in providing access to education opportunities for Mathare youth by significantly contributing to the fundraising portfolio. The position will report to the Director(s) of Fundraising and be invited to attend Board Meetings, as needed. Note: The Grant Writer will be provided with an already established Grant database.

Main responsibilities include:

- Research & identify available grants/funding opportunities available for CMETrust (existing database available)
- Develop grant/funding proposals based on eligibility criteria (examples of past funding applications available) to be shared with the Director(s) of Fundraising and others
- Submit grant/funding proposal on behalf of CMETrust
- Provide updates to Director(s) of Fundraising for monthly Board meetings

Attributes and Skills required:

- Strong written communication skills
- Strong research skills
- Experience or interest in fundraising in a non-profit setting.
- Task-oriented, with the ability to be self-directed.
- Commitment to CMETrust's [five key values](#).

Specifications:

- The successful candidate would work from home
- Time commitment of approximately 5 hours per month

If you are interested in this opportunity, please contact info@cmetrust.org