



## Clan Mothers Healing Village Donor Grants Administrator

### BE PART OF SOMETHING TRANSFORMATIVE

Clan Mothers Healing Village is seeking a passionate and detail-oriented **Donor Grants Donor Administrator** to join our team. This role is an opportunity to contribute meaningfully to the healing and empowerment of Indigenous women, 2Spirit, and gender-diverse peoples impacted by sexual exploitation, violence and human trafficking.

As part of our matriarchal and Indigenous-led organization, you will play a key role in building and sustaining the relationships that fuel our work. Your contributions will help grow our village, ensuring every partnership and funding opportunity aligns with and supports our vision.

### About Us

Located in South Point Douglas, Winnipeg and on 130 acres of land Belair, MB, **Clan Mothers Healing Village** is a non-profit, charitable organization. We are dedicated to supporting Indigenous women and 2Spirit relatives in reconnecting with their strength, healing, and sacredness. Our goal is to reclaim our traditional roles and return to the matriarchal ways our communities were built on.

We offer a safe, land-based healing space rooted in Indigenous teachings, practices, and values. Along with healing, we also focus on empowerment by creating opportunities for training and meaningful work.

### The Role: Donor Grants Administrator

As the Donor Grants Administrator, you will:

- Develop and implement fundraising strategies using analytics tools to assess performance and donor trends.
- Support the planning and execution of donor-focused events such as galas, auctions, and appreciation gatherings.
- Lead the preparation and submission of grant applications and proposals, and oversee grant funding compliance.
- Foster clear communication between internal teams and external funders.
- Manage and organize paperwork and e-files for multiple funding contracts.



### **What You Bring**

- Strong knowledge of fundraising strategies, proposal development, and relationship building.
- Excellent communication, organizational skills, and attention to detail.
- Proven ability to manage multiple priorities and take initiative.
- Proficiency in Microsoft Office, Google Suite, and Adobe tools.
- Willingness to work collaboratively within a team that is grounded in Matriarchal Indigenous teachings.
- Minimum of two (2) years of experience in a similar non-profit or charitable organization role.

### **Why Work With Us**

- A culturally grounded and inclusive workplace
- A chance to help shape a visionary healing village from the ground up
- Opportunities for professional growth and mentorship
- A mission that truly matters
- Flexible work arrangements

### **Compensation**

Salary is commensurate with education and experience.

### **Deadline to Apply: November 14, 2025**

CMHV seeks to reflect the community it supports through employment opportunities. We welcome and prioritize applications from Indigenous women, 2Spirit, Trans, and gender-diverse people

Please send résumé and cover letter to: [operations@clanmothersvillage.org](mailto:operations@clanmothersvillage.org)