

Grant Resource Manager Job Posting

Are you a talented, experienced grant writer, manager of grant reporting, budgets and enjoy researching, analyzing and recommending new grant proposals and strategies? This position, in collaboration with the co-presidents, will develop the annual development plan, and manage the implementation of The Partnership's annual recognition events.

The ideal candidate for this position is a self-starter who works independently and has evidence of strong working relationships with Connecticut businesses and funders.

This is a 37.5 hour full-time, benefits eligible position, with additional hours as projects, clients and/or situations require. ***This is a Connecticut-based, Work at Home position through the end of 2021 and will require attendance in our CT office post 2021.*** Travel is occasional to other work site locations. Occasional evenings and weekend hours are required.

Job Responsibilities & Knowledge

The essential functions of the position are to:

- Research and track new grant opportunities and make connections with new funders
- Write proposals for both unrestricted operating revenue and restricted projects and for submitting timely and accurate reports for all existing grant funded projects
- In collaboration with the co-presidents, develop the annual development plan, and manage the implementation of The Partnership's annual recognition events.

Research and track new grant opportunities and make connections with new funders.

1. Maintain database of partnerships and fundraising activities, grant reporting, budgets and support staff.
2. Research, analyze, recommend and develop new grant proposals and strategies.
3. Prepare tactical approaches to specific funders based upon analysis of research.
4. Oversee in conjunction with the Administrative Assistant the CRM database related to funders grants, gifts, etc.

Writing proposals for both unrestricted operating revenue and restricted projects and for submitting timely and accurate reports for all existing grant funded projects

1. Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources.
2. Coordinate with and support program directors in developing and completing grant applications.
3. Work with finance to gather information necessary to report to corporate/foundation funders on current grant programs.
5. Coordinate activities with Finance, including revenue, grant and budget tracking, reporting and management.

In collaboration with the co-presidents, develop the annual development plan, and manage the implementation of The Partnership's annual recognition events.

1. Schedule appointments for co-presidents with community and corporate foundations and other prospects.
2. Track statistics relevant to funder recognition.
3. Organize/plan workplace partnership/service opportunities and related events from start to finish. (i.e. lunch and learns, information sessions, parent workshops).
4. Providing ongoing and timely funder recognition and appreciation.
5. Plan and manage annual recognition event.
6. Assist with and participate in organizational projects and other duties as needed.

Required Experience, Skills, and Qualifications

- Self-starter and can work independently.
- Education - minimum of bachelor's degree, highly preferred.
- 5+ years of experience with grant writing, fund development experience in the non-profit sector.
- Evidence of strong working relationships with Connecticut businesses and funders.
- Demonstrated track record of grant driven fund-raising.
- Excellent organizational and management skills and ability to develop and sustain a team-oriented results driven strategy.
- Strong written communication skills: ability to write clear, structured, articulate, and persuasive proposals.
- Strong editing skills and attention to detail.
- Ability to work independently, prioritize, work on multiple tasks and meet deadlines.
- Ability to work effectively with a wide range of key contacts.

A cover letter with your resume is required for consideration.

Closing Date: June 4, 2021

Interested candidates may forward a resume and cover letter
(reference **posting id# GRM**) to: Humanresources@preventionworksct.org