Cornelia Connelly Center - Grant Writer

About Cornelia Connelly Center

Cornelia Connelly Center champions girls empowering them to realize their full potential from middle school through college and beyond. Through Connelly Middle School (CMS), students in grades four through eight receive a joyful, holistic education. Our Graduate Support Program (GSP) serves CMS alumnae, persistently committed to their high school success and college completion. With Cornelia Connelly Center, a young woman learns to shine – transforming her life and our world.

Professional Responsibilities

Reporting to our Director of Advancement, this role is responsible for managing a comprehensive grants program at CCC, conducting a full range of activities required to prepare and submit timely, accurate, compelling, polished proposals (including budgets) to foundation, corporate and government sources. Primary responsibilities include preparation of grant proposals and applications, and performance of responsible professional and administrative work in researching, identifying, developing and responding to public and private grant opportunities in areas that support all divisions of programming at CCC.

Essential Tasks

- Responsible for tracking of programmatic funding needs and developing a grants funding strategy in collaboration with the Director of Advancement;
- Researches and identifies new government, corporate, foundation and private funding prospects to match CCC priorities;
- Generates high quality proposals, narratives, applications and supporting documents in response to solicitations consistent with all policies and procedures of CCC, and the requirements and guidelines of the funding agencies;
- Attend grant application training sessions hosted by funders, as necessary;
- Coordinate the development of grant requests by establishing timelines that outline tasks, assignments, and deadlines; meet all deadlines; facilitate timely communication with CCC leadership; collect grant submission materials from the Director of Finance and other appropriate individuals;
- Serve as a liaison to all funding agencies and organizations;
- Establish and maintain positive and professional working relationships with private grantors, corporate funders, and government agencies.
• Reviews, summarizes, and tracks data on grant awards received in database and file formats;
• Oversees and tracks all grant milestones including, but not limited to: proposals in development, deliverable deadlines, communication and awards, in donor tracking software, ensuring that all content is complete and up to date at all times.
• Meet regularly with CCC leadership to discuss current and new funding needs;
• Perform other duties as assigned, including providing support for media and donor visits, assisting with special events, and general support to the work as directed.

Qualifications

• Bachelor’s Degree
• 2+ years of related work experience preferred
• Previous grant budget development and management preferred
• Ability to work effectively under pressure;
• Excellent writing and verbal skills;
• Be highly organized with the ability to implement systems and follow-up processes;
• Proficiency in research, interpreting, and analyzing diverse data;
• Excellent computer skills and proficiency (Microsoft Office) and database management skills
• Motivated self-starter with the ability to work collaboratively and independently with purpose and accuracy in a fast-paced environment
• Experience which would demonstrate a proven track record of securing new funding opportunities, comprehensive knowledge of research, and the ability to distinguish and identify opportunities for CCC programs;

Hours, Salary and Benefits

• 20 hours weekly
• Starting $25,000 annual, commensurate with experience
• Paid time off as indicated in employment contract
• Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a fully remote role, therefore, regular and predictable on-site attendance is a job requirement