



JOB DESCRIPTION

Position:	Grants and Compliance Manager
Department:	Operations
Status:	Full Time Exempt
Reports to:	Chief Executive Officer ConnCAT & ConnCORP
Salary Range:	\$75k - \$90k
To Apply:	Send cover letter and Resume to hr@conncat.org

OVERVIEW:

The Connecticut Center for Arts and Technology (ConnCAT) is a nonprofit organization based in the Newhallville section of New Haven. Our mission is to inspire, motivate, and prepare youth and adults for educational and career advancement. Connecticut Community Outreach Revitalization Program (ConnCORP) is focused on economic development in New Haven. ConnCORP was designed to advance ConnCAT's mission to provide opportunities to New Haven's underserved residents. Our Mission is to drive economic development and economic justice in impoverished communities by investing in local commercial and residential real estate, and minority-owned businesses.

POSITION SUMMARY

Responsible for researching, gathering data, writing, applying for and managing grants. Provide analysis, post award services, and oversight to ensure compliance, guidance, and grant-specific requirements; serve as a resource for staff of grant-funded programs for fiscal and programmatic compliance matters

DESCRIPTION:

- Research public and private grant sources to identify sources of restricted and unrestricted funding
- Establishes short and long goals for unrestricted funding sources
- Strategizes and orchestrates methods of approach to institutional donors
- Conduct routine compliance reviews of grant program
- Assure nonprofit governance requirements of Board Bylaws are met including organizing meetings, maintaining required correspondence and mandatory registrations, and assuring required records are retained
- Organizes individual donor campaigns
- Organizes solicitation drives for pledges of ongoing support donors
- Produce major donor, board, and special category solicitations and support materials with the intent to retain or upgrade gifts when possible
- Cultivates donors by producing specialized correspondences, preparing letters of acknowledgment, scheduling and attending in-person visits
- Database and Records Management
- Maintain security and quality controls



- Works closely with internal organization team to fulfill requests, reporting and strategic planning.

QUALIFICATIONS:

- Experience with fundraising databases
- Working knowledge of nonprofit business operations and federal/state grant and contract funding mechanisms.
- Broad base of relevant technical knowledge and skills related to accounting and financial management and procurement systems, fund accounting experience desirable.
- Proficiency in Microsoft Office Applications,
- Very strong writing skills
- Exceptional eye for detail
- Strong commitment to ConnCAT and ConnCORP's mission and addressing racial and socioeconomic inequities
- Ability to participate in public speaking events

EDUCATION and EXPERIENCE

- Bachelor's degree in Non-Profit Management, Human Services or related area required
- Master's degree and CFRE certification preferred
- Minimum of five (5) years' experience in the development and management of annual giving, capital campaigns, foundation/corporation solicitations, deferred giving, communications, and special events required
- Must have a demonstrated ability to manage staff, and develop budgets and cost projections