



JOB POSTING

Position: Grants and Development Manager
Department: Development
Status: Full Time Non-Exempt
Reports to: Chief Executive Officer
Salary: Commensurate with experience

Interested candidates may 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.

POSITION SUMMARY

Plans, directs, and coordinates all ConnCAT Development activities, major fundraising activities and special projects, by performing the following duties personally, and or with ConnCAT CEO & President, ConnCAT Board of Directors, as it relates to targeted goals in ConnCAT Development Plan.

DESCRIPTION:

- Fund Raising—Establishes short-and long-range goals for unrestricted funding sources and enlists support from members of institution staff
- Strategizes and orchestrates methods of approach to institutional donors
- Researches public and private grant sources (agencies, corporations and foundations) to identify sources of restricted and unrestricted funding
- Works with program staff to develop funding related projects
- Organizes individual donor campaigns (e.g., major donors, direct mail and board of directors)
- Organizes solicitation drives for pledges of ongoing support from individuals, corporations, and foundations
- Major Gift/Donor Support—Produce major donor, board and special category solicitations/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—Supervises and coordinates activities of workers engaged in maintaining Donor Perfect and paper records of contributors and grants
- Maintain security and quality controls
- Generate queries, reports, exports and any other collection data as needed
- Manage any related vendors
- Unrestricted Income Financial Reporting; Maintain accurate accounting of all

- unrestricted income and its sources
- Interface with internal organization team and contracted accountant to fulfill information requests and maintain reporting accuracy
- Reviews analyses of activities, costs, operations, and forecast data to determine progress toward stated goals and objectives., applying basic accounting applications to ensure fiscal responsibility
- Serves as member of officer, management or ad hoc committees as needed
- Works closely with and assists others in organization planning and informs marketing, public relations and programming efforts

QUALIFICATIONS:

- Experience with fundraising databases preferred
- Interest, enthusiasm, and affinity for fundraising and working with people
- Ability to develop and manage budgets and prepare financial reports and applying concepts of basic accounting for budgeting and cost projections
- Possess excellent interpersonal and intercultural, written, research, communication, and organization skills
- Ability to participate in public speaking events
- Capable of structuring the delivery of information to board members, funders, directors, managers, staff and business associates

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 record of positive foundation relationships, and the ability to establish and nurture new funding relationships
- Must have a demonstrated ability to manage staff, and develop budgets and cost projections

STRATEGIC PLANNING:

- Ability to define problems, collect data, establish facts, draw valid conclusions and develop sound recommendations
- Ability to interpret an extensive variety of information, objectives or instructions, and deal with several abstract and concrete variables
- Capable of maintaining the vision of broad organizational goals, while undertaking and completing short-term objectives
- Welcomes and seeks out opportunities to expand on current scope of skills and experience
- Maintains balance and effectiveness in unsettling conditions and circumstances.