



community sailing center

lake champlain : burlington vermont

Contract Grants Manager Job Description

Overview

The purpose of the Grants Manager position is to help sustain and grow the Community Sailing Center (CSC) annual philanthropic revenue through the development and implementation of an annual strategic foundations and grant strategy. Qualified candidates will have an exceptional eye for detail, strategic thinking, knowledge of the grant application process, strong grant writing background and ability to work remotely.

Reports to: Executive Director

Classification: Contractual, part-time position

Pay: \$25 per hour

Hours: 15 hours per week

Qualifications

- Bachelor's degree or equivalent combination of education and experience;
- Prior success with grant proposal development;
- Strong research and data management skills;
- Excellent communication skills (verbal and written);
- Solid organizational, project management and time management skills;
- Ability to work independently performing duties under general supervision.

Responsibilities

1. Research regional and national philanthropic foundations as part of an annual foundation grant strategy.
2. Conduct outreach and deeper investigation into viable foundations in an effort to prioritize targets and develop a calendar of grant deadlines.
3. Implement outreach and communication strategy in collaboration with the Executive Director.
4. Oversee all grant writing activities and work with internal CSC leadership to access, maintain/organize data, oversee information integrity and hone relevant impact data.
5. Ensure that all grant deadlines are met over a calendar year.
6. Maintain records of all grant communications, research, awards, losses, accounting and relevant data.
7. Prepares all ongoing grant reports for existing multi-year grant relationships.