



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, and strong grant writing background.

**Reports to:** Development and Communications Manager

**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 minimal supervision.
- Experience grant writing with VT-based and regional private foundations.
- Able to be on-site (Burlington, VT) weekly for meetings with CSC staff.

### Responsibilities

1. Research VT-based and New England Region philanthropic foundations as part of an annual foundation grant strategy.
2. Conduct outreach and direct communication with 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 Development and Communications Manager.
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. Maintain records of all grant communications, research, awards, losses, accounting and relevant data.
6. Prepares all ongoing grant reports for existing multi-year grant relationships.

Please submit cover letter and resume to [owen@communitysailingcenter.org](mailto:owen@communitysailingcenter.org)