



community sailing center
lake champlain : burlington vermont

Grants and Campaign Manager Job Description

Overview

Community Sailing Center (CSC) is seeking a Grants and Campaign Manager to sustain and grow annual philanthropic revenue and aid efforts of our \$3.5 million capital campaign for a transformative waterfront infrastructure. The CSC's mission is to encourage and celebrate the responsible use and long-term stewardship of Lake Champlain by fostering educational and recreational opportunities for all members of our community, regardless of age, gender, race, physical ability, or financial means.

This position is a key member of the development and implementation of an annual strategic foundations and grant strategy working in tandem with the Executive Director and Development & Communications Manager. The G&C Manager reports to the Executive Director and has responsibility for planning, coordination, and management of the Capital Campaign fundraising.

Qualified candidates will have an exceptional eye for detail, strategic thinking, experience with capital campaigns, and strong grant writing background.

Reports to: Executive Director

Classification: Full-time position

Compensation: \$50,000-\$55,000 annually, Health and Dental, CTO; pay commensurate with experience

Qualifications:

- Bachelor's degree or equivalent combination of education and experience;
- Prior experience with grant, RFP, RFI, or Bid 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.
- Experience with Little Green Light or other Customer Resource Management software.

Responsibilities:**Grants: 40%**

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 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. 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.

Campaign: 60%

1. Maintain CRM database (Little Green Light) for all campaign activity with current and prospective donors.
2. Administer and process all transactions (both revenue and expense) related to the capital campaign.
3. Participate in all capital campaign meetings and conduct regular outreach to committee members to track progress and provide all logistical support.
4. Work in collaboration with the Executive Director to train committee members for gift solicitation.
5. Oversee the development and revision of all marketing materials and communications related to the campaign with the Development & Communications Manager.
6. Keep campaign donors informed about relevant news about the CSC and related campaign developments.
7. Take an active role in implementing and coordinating events related to capital campaign giving.

To Apply:

Interested candidates should send their cover letter and resume to Executive Director, Owen Milne at owen@communitysailingcenter.org.