



community sailing center  
lake champlain : burlington vermont

## Grants and Gifts Manager Job Description

### Overview

Community Sailing Center (CSC) is seeking a Grants and Gifts Manager to sustain and grow annual philanthropic revenue. 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&G Manager reports to the Executive Director and has responsibility for supporting the outreach, engagement, data management, and appreciation of current and prospective donors.

Qualified candidates will have an exceptional eye for detail, strategic thinking, and a strong grant writing background. This is an ideal job for grant writers who are looking to grow experience with donor relations and engagement.

**Reports to:** Executive Director

**Classification:** Full-time position

**Compensation:** \$55,000-\$60,000 annually, Health and Dental, compensatory time off; 401K; pay commensurate with experience.

**Location:** Expectation to work on-site a minimum of 4 days per week.

### 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: 60%**

1. Research regional and national philanthropic foundations as part of an annual foundation grant strategy.
2. Conduct outreach and deeper investigation into viable foundations, 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 application, monitoring, evaluation, and reporting deadlines are met.
6. Maintain records of all grant communications, research, awards, losses, accounting and relevant data.

**Gifts: 40%**

1. Maintain CRM database (Little Green Light) for all activity with current and prospective donors.
2. Administer and process all transactions (both revenue and expense) related to high-capacity donors.
3. Work in collaboration with the Executive Director to prepare for, schedule, and hold gift solicitation meetings with potential donors
4. Oversee the development of marketing materials and communications related to donor outreach with the Development & Communications Manager.
5. With the Executive Director, develop and implement a schedule of communications with donors about relevant news about the CSC and related topics. .
6. Take an active role in implementing and coordinating events related to major gifts, including VIP receptions, cultivation luncheons, and one-to-one meetings.

**To Apply:**

Interested candidates should send their cover letter and resume to Executive Director, Owen Milne at [owen@communitysailingcenter.org](mailto:owen@communitysailingcenter.org).