



United Way of Central and
Northeastern Connecticut

About Us

United Way of Central and Northeastern Connecticut is one of more than 1,100 autonomous United Ways in our nation and nearly 1,800 community-based United Ways in 45 countries and territories. We have the unique ability, vision, and resources to bring together diverse stakeholders around a community vision of creating positive change to achieve long-lasting results for children and families. Our Workplace Giving team helps to raise awareness of United Way's work and the impact can all make together for local children and families.

Our Mission

To engage and bring together people and resources committed to the well-being of children and families in our community.

Our Vision

A community where opportunities are available for every child to succeed in school and for every family to achieve financial security.

Our Values

In pursuing our mission, the following principles guide our relationships with stakeholders, including our donors, volunteers, partners, employees and the communities we serve: a belief that respect, equity, diversity and inclusiveness make us stronger; engaging others with professionalism and quality support; seeking creative and sustainable solutions to pressing social challenges; maintaining the highest standards of personal and organizational honesty in order to ensure stewardship of donors' dollars; being proactive and responsive through consistent communication; and, delivery of high-quality services and effective measurement of results to ensure efficiency and innovation.

Join Our Team! Career Opportunity

United Way has an immediate opening for a **Grant Manager** that can assist with fundraising efforts in support of our organization's vision and mission. We're looking for someone with excellent writing and communication skills to develop proposals and reports that reflect the work we do and articulate our value and role in the communities we serve.

The **Grant Manager** is responsible for contributing to the organizational goal for increasing grant resources, by proactively seeking grant opportunities, writing persuasive and successful proposals, managing all facets of grant application processes, monitoring funding report requirements, and maintaining records. This position will also support coordination efforts for implementation of grant awards and post-award compliance.

What you will do:

Essential Job Functions (High-Level)

Our Grant Manager collaborates with multiple departments across the organization to develop and manage the grant lifecycle process - from pre-award planning and research through compliance and post-award closeout. Applicants must have the ability to complete the following essential job functions:

- Understand the complexities of United Way's role and function to support programs/initiatives and products for which funding will be sought.
- Work with cross-functional staff team to develop content for comprehensive funding proposals and project budgets.
- Prospect new grants or funding streams that align with United Way's impact areas, community priorities and goals, by researching new opportunities for funding from corporations, community, or private foundations, and local, state and/or federal grants.
- Compile, write, and edit grant materials in accordance with our grant application and reporting processes and those of the funder.
- Track implementation and spending of grant resources to ensure grant deliverables are achieved.
- Maintain regular contact and reporting with grant makers and internal team.

Additional Detail:

Develop proposals, reports, and budgets around the work we do and our impact in the community:

- Develop a strong understanding of our community landscape and funders, including regional, statewide, and national funding opportunities that align with our community goals.
- Work with cross-functional team to establish and cultivate funder relationships, and to strategize regarding positioning of our grant proposals in relation to funder priorities.
- Work with cross-functional team to gather and utilize data and metrics that support content and funding proposals.
- Develop and synthesize narratives and budgets for proposals through content and relationship knowledge, research, cross-functional collaboration, and review of past proposals and reports.
- Generate and submit grant requests, letters of intent (LOIs), required funder reports, and proposals by their respective deadlines.
- Keep appropriate staff informed about upcoming deadlines and deliverables to ensure timely completion of funding requirements, and to support funder relationship management.
- Track grant deadlines and year-to-date submission of grant applications and reporting, and grant approval and feedback.
- Maintain folders, records, and master list/calendar of aforementioned details in SharePoint and CRM systems; coordinate with Finance to ensure grant-related finance records are maintained.
- Work with the Marketing department to support appropriate recognition of funders in print and digital media; as well as compile Marketing deliverables, such as impressions and reach.

- Adhere to and monitor financial information, including tracking of progress toward revenue goals and maintaining grant-related organizational finance information, including financial audit, 990, organizational budgets, etc.
- Additional duties as assigned

About you:

The Grant Manager must be committed to the mission, values and overarching goals of United Way including a strong commitment to racial equity. We expect the Grant Manager to have the following qualifications.

- Bachelor's degree and three (3) or more years of experience in grant writing, research, and administration; OR an equivalent level of education, training, and experience.
- Prior grant management experience with a non-profit, government agency or other entity; proven track record of successful grant proposals.
- Ability to work in a fast-paced environment and juggle multiple priorities and adjust quickly to changing conditions. Has the ability to meet assigned deadlines as well as having the dexterity to switch directions as the workload mandates.
- Excellent written and oral communication; attention to detail, accuracy, and organizational skills are essential
- A solid understanding of budget development and management.
- Excellent customer service skills with the capability to work with all levels of the organization and external grantors.
- Creative problem-solving and planning skills, including an ability to think strategically on both organizational and systemic levels over multi-year horizons.
- Ability to represent United Way in meetings and events as assigned, occasionally outside of regular business hours.
- Proficiency in Microsoft Office Suite required; proficiency with CRM software preferred.
- Working knowledge of non-profit sector preferred.
- Reliable transportation to attend occasional off-site meetings preferred.

How to apply:

Qualified applicants should submit a resume and a cover letter describing 1) qualifications and experiences 2) salary requirements 3) how they learned about the position; and 4) a writing sample, where the applicant is the primary author to:

United Way of Central and Northeastern CT

Human Resources

30 Laurel Street

Hartford, CT 06106

Email: positions@unitedwayinc.org No phone calls please.

Job Closing Date: Open until filled

United Way of Central and Northeastern Connecticut is an equal opportunity employer M / F / D / V

Frequently cited statistics show that women and members of structurally marginalized and/or underrepresented groups apply to jobs only if they meet 100% of the qualifications. United Way of Central and Northeastern Connecticut encourages you to break that statistic and to apply. Few candidates will likely meet 100% of the qualifications. We look forward to your application.