

## **GIRL SCOUTS OF CONNECTICUT**

**Position Title:** Grants Manager  
**Reports To:** Vice President of Development  
**Location:** Hartford, CT

### **POSITION SUMMARY:**

The Grants Manager is responsible for managing the council's fund development efforts through research, project match, proposal development, funder relations, team coordination, and oversight of grant funded initiatives. Primary responsibility will be to manage public and private grant research, submission, reporting and cultivation; working with program departments, identify programs that match funder guidelines; and processing, acknowledgement and tracking of all donations.

### **MAJOR ACCOUNTABILITIES:**

- Responsible for all aspects of raising support from foundations, corporations, the United Way, and government sources for grant funded projects.
- Manage existing grants by: tracking grants; developing internal reporting systems; writing reports; maintaining historical records; working with staff to ensure each project or program is meeting proposal conditions and expectations, as well as outcomes data.
- Monitor and manage grants income goal.
- Represents the council at a variety of community networking functions.

- Engages in future planning activities with staff, and external and internal constituents to accommodate new initiatives and priorities that will need financial support.

**SKILLS AND COMPETENCIES:**

The ideal candidate will have a minimum of five years experience with grant writing and management with a proven track record on raising money from foundation and government sources. Program development experience is preferred. Previous experience with non-profit fundraising is essential. Knowledge of Girl Scout program is a plus.

**EDUCATION:**

Bachelor's Degree or equivalent combination of training and experience required.