

Job Description

Title: Donor Relations & Grant Writing Associate /
Deputy Director of Philanthropy

Status: Exempt

Reports to: Executive Director

General Functions: The Donor Relations & Grant Writing Associate/ Philanthropy Deputy Director will lead the drafting of grant proposals and reports for our organization. She/he/they will also be responsible for managing submissions and donor communications for the organization. The Donor Relations & Grant Writing Associate/ Philanthropy Deputy Director will be responsible for writing coherent, organized, and compelling proposals and reports. She/he/they will collaborate across the various teams to assist with other fundraising projects and develop relationships with stakeholders.

Connecticut Voices for Children (CT Voices) is a researched-based advocacy organization (aka a “think and do” tank) working to ensure that Connecticut is a thriving and equitable state where all children achieve their full potential. We provide trusted, quality research, recommendations, an advocacy that advance public policy and investments to improve the well-being of Connecticut’s children and families, specifically those that have been historically disadvantaged.

Major Responsibilities:

- Lead the grant application process from beginning to end.
 - Determine fit in collaboration with Directors across the organization
 - Cultivate narrative and work with staff to ensure coordination
 - Designate research/data mining assignments and draft proposal accordingly
 - Submit application within deadlines and follow-up as needed
 - Lead the drafting of progress and final reports
 - Keep accurate records of all documents
 - Everything else in between
- Maintain proficient knowledge of the organization’s history and programs.
 - Collaborate with staff to ensure accurate understanding
 - Display adherence to the organization’s mission
- Assist/ Lead the communications of standard development engagement
 - Draft funder emails and furnish prospective funders with supporting documents
 - Coordinate/ Lead annual giving and other annual opportunities
- Assist/ Develop relationships and collaborate with key stakeholders.
 - Identify/ cultivate funding opportunities
- Assist with/ Develop and execute the organization’s development strategy
- Assist/ Lead the communications of organization-wide communication
 - Draft newsletters and e-blasts to ensure uniformity of voice and messaging
- Prepare/ Partner with the Executive Director on all funder engagements.
- Execute other aligned duties as assigned.

Required Qualifications:

- At least 5 years of professional experience and at least 2 years of demonstrated success and/or training in grant writing, copywriting, creative writing or related field.
- Excellent written and verbal communication skills, including ability to communicate complex information to non-expert audiences and an ability to communicate descriptive statistics and research to a donor audience.
- A high-level of diplomacy, organization, time management, and problem-solving ability.
- Proficiency in the Google Suite and Microsoft Word, Excel, PowerPoint, and Outlook.
- Ability to think critically and identify opportunities to advance organizational mission.
- Enthusiasm for collaborating in thought and project planning and execution with individuals who vary in content expertise and skillsets.
- Drive to deepen your own knowledge and a focus on life-long learning.
- Willingness to transform yourself and our organization to be more impactful in our efforts.
- Capable of working in a fast-paced, deadline-driven environment with occasionally unpredictable hours, manage multiple projects at once, and deliver excellence independently and collaboratively.
- Self-motivated and ability to thrive in both independent and team settings.
- Brings a sense of enthusiasm, optimism, humility, and a sense of humor to the work.
- Demonstrated commitment to the vision, mission and values of Connecticut Voices for Children.

Preferred Qualifications/ Required Qualifications if Applying for Deputy Director:

- At least 7 years of professional experience and at least 3 years of demonstrated success and/or training in grant writing, copywriting, creative writing or related field.
- Experience in development strategy, donor and prospect engagement and/or event planning.
- Proficiency in donor databases and websites, especially Salsa.
- Excellent knowledge of fundraising/ development sources.
- Familiarity with community organizing and/or policy advocacy.
- Familiarity with affordable housing, criminal justice, early child care or tax reform policies.

Salary: The starting salary for this position is \$50,000-\$70,000/ \$60,000 - \$80,000. Generous benefits.

To apply: Please send your resume/cv and cover letter to our team: hr@ctvoices.org. The subject of your email must follow the formula: "Donor Relations & Grant Writing Associate_Last Name_First Name" or "Philanthropy Deputy Director_Last Name_First Name" in order to be considered.

Download the job announcement (PDF)

Connecticut Voices for Children is an equal opportunity employer, and as such, takes affirmative action to insure that discrimination does not occur on the basis of race, creed, color, age, sex, national origin, marital status, familial status, military status, sexual orientation or expression, religious or political affiliation, disability, arrest record, or any other classification considered discriminatory under applicable law. We strongly encourage people of color, people with disabilities, women, and LGBTQ+ candidates to apply. | 5/14/22