



EMPLOYMENT OPPORTUNITY- GRANT WRITER

About New Beginnings Family Academy

Opened in September 2002 offering grades K-3, New Beginnings Family Academy (“NBFA”) offers active and engaging learning experiences from Pre-K through 8th grade. NBFA is a tuition-free, public charter school proudly distinguished by:

- Social, emotional and academic learning steeped in child development best practices
- Small class sizes and two adults per classroom
- An emotionally responsive model that weaves trauma-informed practice into every classroom
- Parental involvement, in and outside of the classroom
- Placement at competitive high schools (Kolbe Cathedral, Notre Dame, Fairfield Prep, etc.)

NBFA is located at 184 Garden Street, Bridgeport, CT. NBFA is an equal opportunity employer that values a diverse workplace. NBFA respects, values, and celebrates the unique attributes of all stakeholders: employees, students, families, and members of its’ Board of Directors.

Mission-Driven Culture:

NBFA employees thrive in a collaborative environment of thoughtful self-reflective professionals on a mission to change the life outcomes of Bridgeport youth by narrowing the nefarious achievement gap. Our mission is to provide students a meaningful, high-quality education through experience-based learning to develop essential social, emotional, and critical-thinking skills to give all children the foundation to achieve their potential.

Position Summary

The Grant Writer must be committed to and advocate for NBFA’s mission to provide students a meaningful, high quality education through experience-based learning that helps develop essential social, emotional and critical-thinking skills.

Principal Accountabilities

- Research and vet grant-making foundations and corporations to identify new prospective funding relationships.
- Prepare prospecting lists and strategize with CD&CO for approach.
- Write and assemble all aspects of grant request proposals.
- Develop project budgets and financial information for grant requests.
- Create timely and accurate grant progress reports and correspondence.
- Create timely and accurate financial reports.
- Sustain relationships with current donors.
- Administer check entry process.
- Write and/or collaborate on non-grant fundraising materials.
- Assist with all fundraising activities and events.



- Work with the CO&FO on the annual Audit and State Submissions as well as other areas that overlap with funding/revenue.
- Update grants management calendar and maintain CRM database

Certification, Knowledge, and Skills

- Bachelor's degree in related field
- Demonstrated strong research and writing skills
- Strategic thinker who is able to plan, organize, execute, motivate and multi-task
- Knowledge of standard fundraising concepts, best practices and procedures
- Able to work independently and as part of a team
- Prior knowledge of grant and contract methods and procedures (preferred)
- Knowledge of Customer Relationship Management (CRM) databases
- Proficient in Microsoft Word, Excel, PowerPoint, Outlook

Benefits:

- Friendly work environment
- Health coverage includes medical, dental, prescription, and vision benefits (generous portion of premium paid by NBFA)
- Life, AD & D, Long-Term and Short-Term Disability Insurance
- NBFA offers a 403(b) Retirement Plan
- Professional Development Opportunities
- Ten (10)+ paid holidays
- Vacation / Sick Leave / Personal Time

Classification

Full Time/Exempt

Compensation

70K

TO APPLY: Please submit a resume and cover letter to Human Resources:

employment@nbfacademy.org

To visit our website:

<https://www.nbfacademy.org>