

## Position Description

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United Way of Coastal Fairfield County  
 855 Main Street, 10th Floor  
 Bridgeport, CT 06604-4915

***United Way of Coastal Fairfield County (UWCFC) helps people improve their lives through innovation, empowerment and community relationships. We work collaboratively in neighborhoods across Fairfield County in 12 towns and cities to change systems that hold people back from realizing their potential and work collaboratively to design approaches that empower people to change the course of their lives. Our employees must align with our mission and values, and demonstrate interest in working in a highly collaborative environment.***

***UWCFC works to foster equity across all its programs and its community footprint.***

<b>We seek candidates for:</b>	Grants Manager
<b>Reports to:</b>	VP Development
<b>Works closely with:</b>	CEO, ED Bridgeport Prospers
<b>Date Last Updated:</b>	New position

**Position Summary:** Resourceful, detail-oriented self-starter sought to manage the grants portfolio for our vibrant, community-based organization dedicated to empowering people to improve their lives in 12 local communities in Fairfield County. Individual will identify opportunities for funding, develop and submit proposals from writing narratives to drafting budgets and other supporting materials, as well as manage existing grants to ensure compliance. Collaborative, creative and superbly well-organized manager will research opportunities, track deadlines, oversee submission process and ensure compliance with foundation, government and corporate grant sources throughout the granting cycle.

**Specific Responsibilities include:**

- Research opportunities for grants across multiple grants sources seeking funding relating to UWCFC’s programs, monitoring State, local, Federal and foundation websites for possible RFPs or other applications relevant to our work
- Work with VP Development and CFO to set grant revenue targets for each program and each year and track progress against goals
- Write grant proposals obtaining input and guidance from relevant members of the UWCFC team, develop supporting materials including budgets and boilerplate information, meet funder requirements for accurate and timely applications for funding
- Create and maintain database of grants and contracts, identifying potential funding sources and tracking existing funding, reporting requirements and funding periods
- Manage relationships with grant funders as key contact for UWCFC, seeking to cultivate relationships with current and potential funders

- Work collaboratively with fundraising staff, program leads, finance team and CEO to ensure best results in identifying and obtaining support for UWCFC's activities
- Keep relevant colleagues apprised of deadlines, progress towards grant goals and results
- Collect data, program measures and success stories to enable applications and reports to be accurate, timely and inspirational
- Participate in as a member of the UWCFC team in program and administrative events and activities to represent our work professionally and enthusiastically
- Perform other duties as assigned

#### **Preferred experience and qualities:**

- Bachelor's degree and master's degree preferred but not required.
- Experience writing proposals under deadline pressure
- Excellent written and verbal communication and strong interpersonal skills
- Demonstrated organizational skills, development of tracking systems and meticulous adherence to deadlines
- Proficient computer skills using Word, Excel, PowerPoint and working within a database
- Experience working in under-resourced communities and commitment to investing in local solutions
- Professional manner, with sound judgment and discretion in handling confidential information
- Unflappable under stress, an ability to manage several projects simultaneously with ease, and an entrepreneurial mindset: strategic, with a bias towards action
- Ability to lead naturally, work independently and effortlessly within a team environment.
- Excellent verbal and written communication skills.
- Commitment to diversity, equity and inclusion, community impact and an enthusiasm for community empowerment

#### **Our Core Competencies:**

- **Our UWCFC Values:** Humility, hard-work, empathy, kindness, team-orientation, living in service to others, customer-orientation to an extreme, entrepreneurial, non-bureaucratic, being who you are while showing respect and appreciation for others, taking work seriously but ourselves less seriously
- **Relationship-oriented:** The ability to cultivate and manage relationships toward a common goal through understanding what motivates individuals and organizations, effectively communicating, building relationships internally and listening to others.
- **Collaborator:** The ability to mobilize resources (financial and human) through meaningful engagement, building consensus and support with diverse stakeholders, negotiating with individuals and groups both internally and externally, and working collaboratively with others to achieve positive results.
- **Results-Driven:** The ability to focus on shared and measurable goals.
- **Brand-Steward:** The ability to understand and protect the reputation of the United Way through acting at all times as a steward of our brand in service to those we support.

**Salary range is from:** \$45,000 - \$55,000

#### **UWCFC includes an excellent benefits package including:**

- Paid Time Off (PTO) program

- Paid Family Leave for all full-time staff
- Medical, dental, and vision insurance for staff members, HSA
- 403(b) plan (non-matching)
- Life Insurance, Short-term disability, Long-term disability and related coverage
- Summer Hours (half-day Fridays) from June 1 to Labor Day
- 14 Paid Holidays
- Potential for flexible work arrangements
- Office located near Metro North station, indoor parking place included

**United Way of Coastal Fairfield County** is an equal opportunity employer and seeks to hire staff members who reflect the diversity of the communities we serve. All positions at UWCFC are filled without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, disability, employment status, HIV/AIDS status, veteran status or any other characteristic protected by law.

If much of this job description describes you, please apply for this role. Research shows that women and people from underrepresented groups often apply for jobs only if they meet all the qualifications. We recognize this and encourage those with relevant skills and experience to apply.

Please submit a resume and cover letter to: [hr@unitedwaycfc.org](mailto:hr@unitedwaycfc.org)

No application will be reviewed without a cover letter.

We require all staff to be up-to-date on vaccines for Covid 19.