

Job Description – Development and Support Specialist

Full-Time, 35 hours/week

Salary commensurate with experience

Posted: October 22, 2021

The Connecticut After School Network, a state-wide nonprofit organization located in Hartford, is seeking a full-time Development and Support Specialist who will work closely with the Executive Director to research and assess grant opportunities, draft grant applications, prepare reports for funders, and implement a variety of special projects that support the organization as a whole. Key responsibilities will include:

- Study and understand the history, structure, objectives, programs and financial needs of the organization.
- Collaborate with staff to conceptualize projects and develop budgets.
- Research grant opportunities from both private philanthropies and government agencies.
- Draft grant proposals and supporting documents based on the funding requirements of the organization.
- Maintain records and submit reports related to grant opportunities.
- Preparation of additional reports and print materials, such as annual report, fact sheets.

Minimum Qualifications

This is an outstanding opportunity to play a critical role in afterschool and summer programs statewide. Therefore, first and foremost, the Development and Support Specialist must be committed to the mission of bringing people together through local and statewide partnerships to help children, youth and families thrive. Additional qualifications must include:

- Bachelor's degree or at least four (4) years relevant work experience.
- Strong, demonstrated proficiency in both Microsoft Word and Excel; Experience with grant software a plus.
- Clear and concise communicator.
- Responsible and detail-oriented.
- Ability to research efficiently using the internet.
- Excellent oral and written communication skills.
- Excellent math ability for developing grant budgets.
- Organized and able to set priorities.
- Strong interest in the nonprofit sector and helping children and families.
- Extremely flexible and able to juggle multiple projects simultaneously.
- Comfortable working independently as well as in a team environment.



KNOWLEDGE, SKILL AND ABILITY

Knowledge of office administration and management; significant oral and written communication skills including knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of business math; significant interpersonal skills; ability to operate office equipment which includes personal computers and other electronic equipment; ability to operate Microsoft office suite software.

PREFERRED QUALIFICATIONS

- Experience working in a collaborative environment with professional colleagues
- Experience communicating, verbally and in writing, effectively across all levels of an organization
- Experience working independently using initiative and problem-solving skills to complete multiple projects on time with minimal supervision
- Experience scheduling, tracking, and documenting multiple streams of work
- Experience working in a nonprofit setting
- Experience writing grants or sales proposals

CONCLUSION

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The Connecticut After School Network is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

To apply you must submit BOTH a resume and cover letter specific for this position addressed to Michelle Cunningham, Executive Director. Both documents should be in .pdf or .doc format and included as email attachments to grants@ctafterschoolnetwork.org – no phone calls please. Additional writing and computation tasks and references will be required later in the application process.

While the position does not have a specific start date, application reviews and interviews will be conducted on a rolling basis until the position is filled, so do not wait to apply if you wish to be considered.

