



Grant Writer/Coordinator

Wanted: Grant Writer/Coordinator: an individual who is passionate about Hands On Hartford's work and wants to use their excellent and persuasive writing skills as a part of our team at Hands On Hartford. The Grant Writer/Coordinator will oversee, coordinate and write all grant applications and reports for the agency.

Why Work at Hands On Hartford: Located in the vibrant Parkville neighborhood of Hartford in partnership with others, Hands On Hartford strengthens community by responding faithfully to people in need through programs that change lives and renew human possibility. We're a 53-year-old nonprofit that values diversity, team work, and takes a strength based, collaborative approach to all we do.

When: 25-28 hours per week, Monday-Friday. A minimum of one holiday a year and occasional evening and weekend work as necessary to meet deadlines.

Pay: Range \$28-\$32 per hour. This is an hourly position.

As the Grant Writer/Coordinator, you will coordinate the entire grants process for the agency, including researching new grantors; writing proposals including grant budgets; writing reports to funders; and managing grant and reporting deadlines. You will report to the Director of Partnerships & Support and work with the Development Team to coordinate development efforts. You will also work with program staff to understand program operations and impacts, and learn client stories. The ideal candidate has excellent writing skills, passion about the work of the agency, is interested in making connections with direct service program staff, has great organizational skills and attention to detail, is creative, and able to work both on-site and remotely.

Qualifications:

- The ideal candidate will have a minimum of a Bachelor's Degree + at least 3 years' experience in grant writing and reporting + at least 1 year of grants or complex project coordination or management
- Knowledge and proficiency in using computer applications, including standard Microsoft Office applications and grantor platforms.
- Valid driver's license and registered and insured vehicle, and ability to lift and carry at least 25 pounds, preferred.

What we offer part-time employees:

- Dedicated, diverse, and friendly co-workers
- Training and team-building opportunities
- Competitive wages
- Paid time off –holidays, vacation, personal time, and sick leave, and EAP
- 401(K) contribution and employer match
- Free on-site off-street parking

If this sounds like a position where you can use your skills and passion:

Email letter of interest & resume to: Kate Shafer, Director of Partnerships & Support

Hands On Hartford, 55 Bartholomew Ave, Hartford CT 06106.

Email: kshafer@handsonhartford.org

Closing date: 5/15/2022

AA/EOE