

## **Grants Coordinator Charter Oak Cultural Center**

Charter Oak Cultural Center is vibrant non-profit multi-cultural arts center, doing the work of social justice through the arts. We strive to give access to the arts to all who hunger for them and never turn anyone away due to lack of ability to pay. Our programming nourishes the mind, soul, body and spirit of all who enter our doors.

We are seeking a part-time Grants Coordinator to join our team. This job is suited for a highly competent, self-directed individual who loves to make systems run at their best. If you possess the skills and qualifications below, we invite you to apply.

Responsibilities include (but are not limited to):

- Research and track all proposal and reporting deadlines
- Update and manage grants “tracker,” maintaining detailed records of past grants, grants in progress, and future grants opportunities, to include submission deadlines, reporting requirements, grantor contact and portal information
- Research all application and report requirements, develop timelines for preparing required materials, and communicate needs and deadlines to involved staff
- Draft LOIs, application and report narratives for Executive Director’s review and approval;
- Prepare and submit final LOI’s, applications and reports, via funder portals
- Help identify new grant opportunities
- Possess first-hand knowledge of the Center’s activities and maintain a library of written programming information for use with grant narratives
- Request distribution of funds as appropriate
- Maintain files of all grant applications, award letters, reports and related materials and correspondence

Qualifications and skills required:

- Bachelor’s degree
- Two or more years of solid experience coordinating grants-related activities or managing similar administrative projects
- Excellent writing skills with the ability to present information in a logical manner, and to construct well-formed and grammatically correct sentences
- Quick learner with outstanding organizational skills, keen attention to small details, and solid judgement
- Exceptional interpersonal skills, with the ability to listen and to provide clear and concise information
- Ability to work both independently and as part of a team, producing high quality work within stated deadlines
- Flexible and able to alter course when circumstances change
- Takes initiative and looks for ways to be helpful
- Solid working knowledge of MS Word, Excel and Outlook; Experience with Adobe Acrobat Pro or other PDF editor; Experience with Google Drive or other file-sharing technology

More info:

We offer flexible hours, vacation/sick time, a generous holiday schedule, free parking – and a fun, team-oriented environment!

Hours: 25 per week / Monday-Friday, TBA

Most work can be performed remotely

Salary is commensurate with experience

Please submit cover letter, resume and contact information for three references to:

[lauriel@charteroakcenter.org](mailto:lauriel@charteroakcenter.org) or

Laurie Leader, Managing Director

Charter Oak Cultural Center

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