

## **Connecticut Commission on Children Position Opening: Grant Writer and Accounts Manager**

The Connecticut Commission on Children has a full-time position available for a grant writer and accounts manager. This position requires applying for grants, writing grant reports for federal, state, and philanthropic organizations, and managing accounts.

### **Skills and experience required**

1. Excellent writing skills with understanding of scope and structure of grants;
2. An understanding of programs and policies concerning children and families, including prevention.
3. Expertise and success in grant research, grant writing, and follow-up reports. Candidate must have at least five years' experience in grant writing and follow-up reports to foundations and state and federal entities. Must show success in grant research, grant writing and securing grants of different kinds and amounts.
4. Strong experience in fiscal management, including record keeping and maintenance of several accounts simultaneously.

### **Qualities required**

1. Team player. Work with other staff members to achieve agency goals.
2. Resilient. Function in a fast-paced environment where assignment changes are often required to meet new opportunities.
3. Adaptable. Work well with diverse teams of professionals and paraprofessionals.
4. Professional. High expectations of self to meet work goals with accountability.

Application should include: a cover letter that explains qualifications for the position, a resume, three references, and at least three grant proposals that reflect skills and range in writing, including one that led to the award of resources.

The salary for this position is competitive. State employees receive a comprehensive benefit plan.

The Commission on Children is recognized for its acumen in child policy development, public education and community capacity building for children and families.

Send your application to the Connecticut Commission on Children, 18-20 Trinity Street, Hartford, CT, 06106. The Connecticut Commission on Children is an equal opportunity employer.