Job Title: Grants Coordinator

Organization:
Hartford Gay & Lesbian Health Collective

Location:
1841 Broad St, Hartford, CT 06114

About Us:
The Hartford Gay & Lesbian Health Collective (HGLHC) empowers individuals of diverse sexual orientations, gender identities, and gender expressions to lead healthy lives through the provision of health and support services, education, and advocacy. We are dedicated to achieving equal access to quality health services for all and are committed to reducing the impact of systemic inequity and stigma on the LGBTQ+ community.

Position Summary:
The Grants Coordinator will play a crucial role in sustaining and advancing the mission of the organization by developing and managing grant proposals to foundations and other grant-making organizations. The individual will persuasively communicate HGLHC’s mission and programs to potential funders and will be responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals.

Key Responsibilities:

1. Research and Identification:
   - Identify and research potential funding opportunities and new revenue streams.
   - Evaluate prospects for grant funding to determine the fitness and likelihood of securing funding.

2. Proposal Development and Submission:
   - Develop high-quality grant proposals, including preparing supporting documents, in accordance with each grant-making organization’s preferences.
   - Submit proposals by the deadlines, ensuring all grant requirements are met.

3. Grant Management:
   - Coordinate and manage all grant activities, including compliance, amendments, reporting, and reconciliations.
   - Maintain a grants calendar to monitor timelines and ensure timely submission of letters of inquiry, proposals, and reports.

4. Reporting and Documentation:
• Prepare and compile all components of each grant submission, including, but not limited to, budgets and attachments.
• Maintain detailed records and documentation, including grant agreements, correspondence, award letters, and reports.

5. **Internal Collaboration:**
• Work closely with the program and finance teams to gather information necessary for grant reporting.
• Collaborate with staff to ensure accurate and timely reporting on grant-funded projects.

6. **Communication:**
• Maintain regular contact with grantors as appropriate, keeping healthy relations between the grantors and the organization.
• Communicate with colleagues about the status and details of grant applications and awards.

**Qualifications:**

1. **Education:**
• Bachelor’s degree in a relevant field, such as English, Communications, Public Administration, or a related discipline.

2. **Experience:**
• Minimum of 3-5 years of experience in grant writing, prospect research, fundraising, or equivalent experience, preferably in a nonprofit environment.
• Demonstrated success in generating significant commitments from organizations and individuals.

3. **Skills:**
• Excellent written communication skills: ability to write clear, structured, articulate, and persuasive proposals.
• Strong attention to detail and the ability to meet deadlines.
• Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with a variety of grant management software.

4. **Personal Attributes:**
• Commitment to and understanding of LGBTQ+ issues and the mission of HGLHC.
• Ability to work independently and as a part of a team.
• High level of confidentiality, discretion, and professional integrity.
Preferred:

- Knowledge of LGBTQ+ health issues and concerns.
- Experience in working with health-related grants.

Compensation:

Salary $35,000 - $50,000. Salary commensurate with experience and qualifications. Excellent benefits package available, including health insurance, in-house dental, and retirement benefits. Generous time-off policy.

How to Apply:

Interested candidates should send a resume and cover letter detailing relevant experience to Anthony DiLizia with the subject line “Grants Coordinator Application – [Your Name].” The cover letter will act as a writing sample.

Deadline for Application:

October 13th, 2023 by 12:00 pm

Equal Opportunity Employer:

The Hartford Gay & Lesbian Health Collective is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees, regardless of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.