



CHEFA

Connecticut Health & Educational
Facilities Authority

JOB DESCRIPTION

Position Title: Grants Program Manager

Category/Classification: Exempt / Regular Employee

Reports to: Assistant Director of Client Services

Summary/Objective

Reporting to the Assistant Director of Client Services, primary responsibilities include administering the day-to-day operations of the Authority's client and nonprofit grant programs, overseeing Authority's Grant Management System, and collaborating and communicating with grantees, community stakeholders, and philanthropic peers in order to assess community needs as they relate to Authority's sectors. The successful applicant must be able to interact with Authority's Board of Directors and numerous constituencies.

Essential Functions:

- Manage the day-to-day operations of the Authority's nonprofit and client grant programs, which includes the grant application process, evaluation, recommendation, and approval methodologies, and grantee reporting requirements.
- Presents and serves as staff resource to the Authority's Board of Directors' Grant Committee.
- Maintains the Authority's Grant Management System
- Generates/updates/reviews all grant program documents including RFPs, LOIs/Applications, evaluations, quarterly/interim/final reports.
- Manages the Internal Review Committee process.
- Maintains and updates grantmaking policies and procedures on a regular basis and monitors to ensure compliance.
- Providing support to Assistant Director of Client Services on special projects and requests on an as needed basis.

Required Education and Experience:

- Bachelor's degree
- Three years of related experience with a grant-making institution

Preferred Education and Experience:

- Master's Degree
- Funder experience in grant program administration and evaluation

- Experience with Foundant Grant Management Software
- Experience working with Connecticut's nonprofits

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment.

Position Type/Expected Hours of Work:

This is a full-time position. Days and hours of work are Monday through Friday totaling 40 hours. A hybrid work model is offered, with 3 days working in the office and 2 days working remotely.

Travel:

Occasional day travel within the State to visit potential and existing clients seeking grant funding.

Additional Eligibility Qualifications

None required for this position.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

CHEFA is an Affirmative Action/ Equal Employment opportunity employer.