

Job Announcement

Coordinator of Grants and Special Projects

The Connecticut Association for Community Action (CAFCA) is the state association for Connecticut's 9 Community Action Agencies (CAAs), the state and federal designated antipoverty agencies. CAFCA's mission is to support, strengthen, and promote the work of Community Action Agencies statewide to advance economic, racial, and social justice. CAFCA develops and coordinates statewide activities for its member CAAs including events, trainings, conferences, advocacy and public policy efforts, grant and capacity building opportunities, and more.

The Coordinator of Grants and Special Projects will have diverse responsibilities and opportunities, as well as the opportunity for career development and growth. The person will coordinate and manage a regional grant and provide support on poverty issues and trends, legislative issues, communications, event planning, grants management, grants research and writing, and state association initiatives. This person will report to the Deputy Director.

Responsibilities

- Manage daily activities of regional grant funded by the U.S. Department of Health and Human Services. The grant provides training and collaboration opportunities to Community Action Agency staff and leadership to improve their service to low-income people.
- Support and coordination to pursue and write state, federal, and philanthropic grant opportunities for CAFCA and the state's Community Action Agency Network.
- Assist in the development of a variety of communications products including: policy fact sheets, legislative testimony, white papers and others.

- Collaborate on data collection, compilation and dissemination of CAA programs, clients & services surveys for reporting purposes.
- Create and disseminate monthly electronic newsletters.
- Assist in the management of CAFCA's website content and maintain a strong presence on social media.
- Collaborate and assist in coordinating logistics, materials, and evaluations for state and regional conferences, trainings, events.
- Attend and represent CAFCA at state, regional, and national conferences, meetings, and events.
- Provide research on poverty issues and trends.
- Other duties as needed and assigned

Qualifications

Bachelor's degree in related field and at least 3 years of grant writing and/or project management experience strongly preferred. Experience in Community Action and/or social and economic justice a plus. Please include a cover letter explaining why you are the right person for this job.

Skills/Experience (Please apply if you meet most of these! We can teach you the rest)

- Strong interpersonal skills and the ability to work independently and as a team, as well as with diverse groups of people.
- Experience managing grants with multiple subgrantees.
- Experience creating/strengthening a social media presence.
- Experience using event management systems.
- Understanding of Connecticut legislative process.
- Excellent organizational, oral, and written communication skills.
- Knowledge and proficiency in using a variety of software applications including Microsoft Word, Excel, Power Point, Adobe InDesign, and iContact.
- Experience in website management (WordPress).
- Familiarity with nonprofit providers and community organizations.
- Knowledge of state and federal programs especially assistance, job training, childcare, and other related programs serving the low-income community.

Salary range: \$45,000- 50,000. Benefits include health and dental insurance, vacation and sick time, ample training opportunities, and a healthy work-life balance. Hybrid work environment, with office based in Middletown.

Nondiscrimination Statement

CAFCA does not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, or sexual orientation. We are committed to providing an inclusive and welcoming environment for all members of our staff and partners.

Please send your cover letter and resume to careers@cafca.org to apply. Those who will be invited to interview will be contacted directly.