



Bridgeport Caribe Youth Leaders

*1067 Park Avenue
Bridgeport, CT 06604
Tel: 203-913-0073*

Position Announcement August 16, 2018

Grant Writer (FT Position)

BCYL Mission

Bridgeport Caribe Youth Leader's mission is to provide youth with sports, educational and civic direction helping them build the character and self-esteem they need to reach their full potential and value in society.

Responsibilities: Under the direct supervision of the Executive Director, the Grant Writer develop and write grant proposals to foundations and other grant-making organizations, and will persuasively communicate of Bridgeport Caribe Youth Leaders (BCYL) mission and programs to potential funders. He/she will perform a variety of duties which include but are not limited to:

- Develop and draft grant proposals to foundations and other grant-making organizations that communicate persuasively BCYL's mission and programs to potential funders;
- Assembling and submitting grant requests, including letters, proposals, budgets, and presentations;
- Establishing and maintaining personal contact and relationships with grantors' contacts and program officers;
- Ensuring prompt acknowledgement of grantors' gifts;
- Maintaining a calendar to ensure timely submission of letters of inquiry, proposal deadlines, and reports;
- Conduct prospect research aimed at identifying new sources of funding;
- Prioritize projects to keep multiple projects moving in a timely manner, meet deadlines and manage supplemental material required for proposals;
- Provide writing support for major donor and individual contribution letters and acknowledgements;
- Assist in the planning, implementation and follow up of BCYL Fundraising events;
- Attend and represent BCYL at community events/functions as required;
- Perform other functions/responsibilities related to the unique needs of BCYL as assigned

Requirements:

- A minimum of Associate's Degree and 2 years of experience preferred.
- Must possess exceptional written communication skills
- Outstanding research and computer skills
- Ability to understand the needs of both BCYL and potential grantor
- Be able to understand and execute complex instructions
- Must be detail-oriented and highly organized. Maintain a professional attitude, be a team player, and have the ability to handle confidential information.

Interested applicants should send their resume to Ruth Ortega, rortega@bcyl.org