



Open Position: Grants Manager

About the Perrin Family Foundation

The Perrin Family Foundation envisions a Connecticut where young people are vital leaders in creating safe, healthy, and just communities. Our mission is to partner with organizations in under-resourced communities across the state in order to create environments that support youth as leaders of social change.

About the Position

The Grants Manager will play a critical role in helping the foundation develop and implement new internal systems to strengthen and streamline our operations. The Grants Manager will be responsible for: ensuring the accurate and timely processing of grants; overseeing the day-to-day management of office operations including bookkeeping; providing administrative and logistical support to foundation events and programs; and supporting foundation communications. This is a part-time (20 hours per week) position that will be based out of our New Haven office.

Specific responsibilities include but are not limited to:

- Ensure timely and accurate processing and recordkeeping associated with grant applications, award letters and payments, and reports.
- Use Quickbooks Online to manage and track day-to-day financial transactions, including accounts payable, expenses, reconciliation of bank statements and preparation of regular financial reports.
- Support human resources, including tracking associated with payroll, employee benefits and vacation time.
- Ensure compliance with state and federal regulations and timely submission of legally required filings.
- Assist with strategic communications, including updating the PFF website, preparation of our e-newsletter, and managing content for our social media platforms.
- Support office operations, including purchase of supplies and equipment, and interaction with IT, phone, and other vendors as needed.
- Serve as the first point of contact for visitors, callers, and email correspondence to the Foundation.
- Provide general administrative support for the PFF staff team, board meetings, foundation events, programs and activities.

The ideal candidate will have:

- A minimum of three years experience as an Administrative or Executive Assistant, Office Manager or Grants Manager in a foundation or nonprofit setting.
- Experience with bookkeeping, including familiarity with Quickbooks Online and knowledge of various database and grants management programs.
- Digital communications expertise, including familiarity with Wordpress, Mailchip, Hootsuite and social media platforms.
- Ability to self-start and manage multiple simultaneous projects that require close attention to detail and deadlines.
- Ability and experience working productively and proactively both independently and as part of a tight knit team.
- Strong written and oral communication skills
- Demonstrated commitment to and alignment with our foundation's values around youth voice and youth-led social change and proven track record in working collaboratively across boundaries of race, ethnicity, immigrant status, gender identity and sexual orientation.

How to Apply:

Interested candidates should send a resume and thoughtful cover letter describing your specific qualifications and interest in the position. Submissions without cover letters will not be considered. Cover letter and resume should be submitted via email to info@perrinfamilyfoundation.org with subject line "Grants Manager" by **May 2, 2016**.

The Perrin Family Foundation is an equal opportunity employer.