

Connecticut General Assembly
JOB OPPORTUNITY
Development and Special Projects Coordinator
Connecticut Commission on Children

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Hartford
Hours: Full Time
Salary: \$75,000 - \$85,000
Closing Date: September 11, 2015

General Knowledge:

The Commission on Children is an agency of the Connecticut General Assembly, created with bipartisan support in 1985 to do the following:

- Promote public policies in the best interests of children;
- Study child trends and assess programs and practices in state agencies as they affect children;
- Disseminate information and research data regarding the status of children and children's programs in Connecticut;
- Bring together the various levels of government, along with the private sector, nonprofit agencies, philanthropy, and families to bolster child outcomes;
- Serve as a liaison between government and private groups concerned with children;
- Promote coordination of child and family programs across the three branches of government and between local and state endeavors;
- Make recommendations to the legislature for systems reform and model policies that will improve child outcomes in health, safety, and learning;
- Inform individuals and leaders of business, labor, education, state and local government, the news media, and the legislature of findings and recommendations; and
- Perform services to facilitate adoption of the recommendations.

The Development and Special Projects Coordinator will work with the Executive Director on accounting, public and private grant writing, growth opportunities and targeted program and policy opportunities that bolster child outcomes.

General Experience:

- Proven track record in grant writing and securing new funding, and in distinguishing and identifying funding opportunities for specific programs.
- Superior interpersonal skills.
- Strong writing and analytic skills (thorough, accurate, impactful).
- Strong working knowledge of MS office (e.g. Word, Excel PowerPoint and Outlook).
- Strong abilities as a self-starter in planning, time optimization, attention to detail, and managing multiple projects simultaneously.
- Superior ability to work closely with staff and external partners at all levels in a fast-paced and often time-sensitive environment.
- A team player who stays focused on the mission and goals with an upbeat attitude.

Preferred Skills and Abilities:

- Bachelor's degree required with a minimum of five years' experience and proven success in applications.
- Experience with government and, child policy, along with capacity to work in complex and multi-level environments with numerous stakeholders.
- Grant writing and reporting.
- Substantive experience working with a broad range of philanthropic partners and federal, state and local government to garner resources.
- Resource development in the private and public sector.
- Continuing analysis of program funding needs, compared with current resources.
- Basic understanding of programs and policies for children, including economic development aspects.

Application Instructions:

Interested and qualified candidates who meet the above requirements should submit a cover letter and a resume to:

**Connecticut Commission on Children
Attn: Development and Special Projects Coordinator Position
18-20 Trinity Street
Hartford, CT 06106-1591**

Applications must be received by 5:00 pm, Monday, September 14, 2015.

AN EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.