

CAITLIN HEALY

Full name	Caitlin Healy	Website	www.caitlin-healy.com
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GRANTS MANAGER

Skilled grants manager with five years of experience in grant implementation and oversight.

Uniquely qualified with over ten years of experience in non-profit management.

Seeking a position to grow my career as a non-profit professional.

EDUCATION

Master of Fine Arts

Arts Leadership and Cultural Management
University of Connecticut

Bachelor of Arts

Arts Management
Massachusetts College of Liberal Arts

NETWORKS

Philanthropy Massachusetts
Data Collective: 2021-Present

1Berkshire

Berkshire Leadership Program: 2024

SKILLS

- Project Management
- Event Management
- WordPress
- Foundant: GLM, SLM, cSuite
- Data Collection and Analyst
- Research
- Blackbaud: FIMS
- Basic HTML

WORK EXPERIENCE

1/2024 -
PRESENT

Berkshire Taconic Community Foundation

Grants Technical Analyst

- Point Person for the Grant and Scholarship Management System
- Analyze Grant and Scholarship data

11/2020 -
1/2024

Grants Associate

- Oversaw grants processes for the foundation's Donor Advised Funds.
- Managed 70 competitive grant cycles.
- Implemented integration strategy and design for new database conversion.

05/2019 -
7/2020

Greater Hartford Arts Council

Community Investment Manager

- Oversaw a grant portfolio of \$1.5 million.
- Worked with volunteer community members on grants approval process.

9/2016 -
5/2019

University of Connecticut: Music Department

Ensemble in Residence Program Manager

- Produced UConn Music Ensemble performances in the UConn Regional Campus areas.
- Duties included booking venues, promoting events, and arranging musician's travel and meals.

Marketing and Operations Manager

- Coordinated schedule for events including rehearsals, performances, classes and rentals.
- Managed production of marketing materials for all Music Department performances.
- Oversaw the Box Office, including ticket sales and cash reconciliation.

2011 -
PRESENT

Various positions in non-profit programming, please visit my website for additional details.
www.caitlin-healy.com