

Caitlin Healy

PROFESSIONAL SUMMARY

Experienced grants and nonprofit operations professional with six years in grant implementation and oversight, and over a decade of nonprofit project management. Proven track record of improving systems, managing multimillion-dollar portfolios, and leading high-impact initiatives. Seeking to contribute strategic thinking and operational excellence to a mission-driven organization.

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WORK EXPERIENCE

Berkshire Taconic Community Foundation | 2020 - Present

Grant & Scholarship Operations Manager: 2025 - Present

- Lead administration and optimization of grant and scholarship systems across all programs.
- Manage full grant lifecycle for Donor Advised Funds and competitive grants and scholarships.

Grant Technical Analyst: 2024-2025

- Supported data collection and evaluation efforts for impact reporting.
- Provided technical support and training for internal stakeholders.

Grants Associate: 2020-2024

- Processed grants for Donor Advised Funds.
- Implemented integration strategy and design for new CRM/database system.

Greater Hartford Arts Council | 2019 - 2020

Community Investment Manager

- Developed communications and program strategies to support grantees.
- Managed \$1.5M grant portfolio; collaborated with volunteer panels to distribute funding.

University of Connecticut: Music Department | 2016- 2019

Marketing and Operations Manager: 2017 - 2019

Ensemble in Residence Program Manager: 2016 - 2019

- Directed logistics and marketing for department events and performances.
- Oversaw the Box Office, including ticket sales and cash reconciliation.

Emerson College: The Office of the Arts | 2014-2016

Company Manager

- Provided Company Management to ArtsEmerson, HowlRound, and The Office of the Arts

EDUCATION

Master of Fine Arts: Arts and Cultural Leadership

University of Connecticut

Bachelor of Arts: Arts Management

Massachusetts College of Liberal Arts

SKILLS

- Project Management
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Research
- CRM & Grant Management Systems
- Foundant (GLM, SLM & cSuite)
- Canva
- Microsoft Suite
- Outlook

LEADERSHIP & COMMUNITY INVOLVEMENT

- Berkshire Taconic: People and Culture Board Committee | 2025 - Present
- Philanthropy Massachusetts: Data Collective | 2021- 2025
- PEAK Grantmaking: Mentee | 2024-2025
- 1Berkshire: Leadership Program | 2024

*Please visit my website www.caitlin-healy.com
for additional information on projects I have had the opportunity to work on.*