



*Keeping Children Safe  
and Families Together*

**Director of Foundation and Government Relations**

*Join us for an exciting and rewarding career.  
We are an innovative and award-winning charity that offers training, benefits, and  
opportunities for growth.*

As a key member of our Advancement Department, The Director of Foundation and Government Relations manages all aspects of private and government grants and contracts for The Children's Village and its affiliates at our **Dobbs Ferry (Westchester County), NY location**.

The position requires a results-driven and dynamic professional to successfully lead the strategy and manage an ambitious foundation and government grant portfolio.

**Agency Wide Duties and Responsibilities:**

1. Supports the mission, vision, and values of The Children's Village. Complies willingly with all organizational policies and procedures.
2. Supports all functions that attain and maintain accreditation and compliance with regulatory agencies.
3. Supports and facilitates positive interaction with others by exhibiting:
  - Individual maturity
  - Respect for others
  - A team-centered approach
  - Maintenance of confidential information
  - An appreciation of a multicultural workplace
4. Communicates appropriate information to other departments in a timely and effective manner.
5. Participates in appropriate professional development programs to attain and maintain competency.

**Position Specific Duties and Responsibilities:**

- Manages foundation and government relations program with a goal of maintaining and growing funding including: review/edit and write targeted selection of proposals, reports, strategy memos, letters, and other compelling fundraising materials, including budgets and financial reports
- Supervision of a Grant Writer and a Contracts Coordinator.
- Works with leadership and program staff to help develop fundraising strategies around emerging organizational projects and priorities as needed.
- Actively monitors government funding opportunities, identifies and recommends RFPs for consideration, prepares briefing documents, and develops government grant proposals for existing and new programs.
- Ensure regular contact and strategic interaction between CV and key foundation leadership
- Oversees and monitors agency funding contracts, following up with program and finance staff to ensure that funds are being used appropriately, that programs are being carried out as promised, and that the appropriate filings are completed on time.
- Direct and oversee all research and prospecting
- Oversee foundation mailing lists, acknowledgments, and other general correspondence
- Ensure solid tracking and filing systems
- Assists as needed with special events, communications materials, volunteer/in-kind corporate engagement strategies, and other development functions.

**Reporting Relationships:**

Reports to the Vice President for Advancement

**Position Qualifications:**

- Bachelor's degree.
- Superior analytical and writing skills, with talent at translating complex, detailed information into clear and compelling language
- At least five years' experience in proposal writing, corporate and foundation work, and program development.
- At least three years' experience managing and preparing government grants.
- Ability to set priorities, meet deadlines, and an outstanding attention to detail.
- Superior leadership ability.
- Strong interpersonal skills, including ability to respond productively to direction and feedback, and savvy to work with staff and leadership at all levels
- At least one to two years' experience in managing the work and production of others, including direct reports and cross-departmental contributors
- Knowledge of budgeting and basic accounting principles.
- Knowledge of Microsoft Word, Excel, relational databases, and government portals.

**STARTING SALARY: \$72,000**

**Email or Apply online with resume and cover letter at:**

**<https://recruiting.ultipro.com/CHI1026TCVIL/JobBoard/cd459fdc-d2f8-1046-1e8d-261c214f7774/OpportunityDetail?opportunityId=a2c13782-7292-4eeb-a369-d1082574a15d>**

**Email:**

**[lazemar@childrensvillage.org](mailto:lazemar@childrensvillage.org)**

**We provide a free shuttle van from the Dobbs Ferry Train Station to the Campus.**

**Shuttle runs with the train schedule coming in from Grand Central.**

**Pick up in a blue or white van on the street side of the station (opposite side of the River and parking lot).**

Recruiting a diverse workforce EOE-consideration without regard to disability or protected veteran status.