

Position: GRANTS MANAGEMENT & DEVELOPMENT ASSOCIATE

Groundwork Hudson Valley

Groundwork Hudson Valley is an environmental justice non-profit that works with communities to improve their physical and social environment. This is done by collaborating on projects, among them: turning vacant lots into community gardens, planting trees, replacing graffiti with murals, and forming alliances within the community. Some of these projects are done through school programs and many of them are intergenerational. We are dedicated to environmental stewardship and community empowerment. All of our projects engage local residents in hands-on projects, from design to implementation. Program areas include Healthy Communities; Sustainability and Science Education; Youth Development; Rivers and Trails; and Community Art.

Major accomplishments include:

1. the \$35M daylighting of the Saw Mill River in Downtown Yonkers;
2. development of an award winning youth conservation program which has been recognized by the National Park Service, the U.S. Fish and Wildlife Service, the EPA, and the White House;
3. the ongoing development of the Yonkers Greenway, a multi-use pedestrian trail utilizing a former rail line to link downtown Yonkers to Van Cortland Park and the NYC subway line; and
4. recognition by the Omega Institute's Leadership in Sustainable Education Award.

Job Summary

Reporting to the Executive Director, the Grants Management & Development Associate will work under the Director's supervision to prepare grant proposals and applications, write progress reports, and handle donor communications and research. The Associate will also be responsible for grant administration: tracking and coordinating the logistics of the organization's grant and Foundation fundraising, capturing and monitoring grants activity in the organization's database, and keeping a schedule of upcoming and completed grants. The selected candidate will also assist with grant research to identify and develop new fundraising opportunities; and will also provide writing support to the organization's overall fundraising efforts. The position is located in downtown Yonkers, NY, a thriving urban community with easy access to Metro North and bus lines. Groundwork Hudson Valley is an Equal Opportunity Employer--people of color, people with disabilities, women, and LGBTQ candidates are strongly encouraged to apply. We are committed to a diverse workplace, and to supporting our staff with ongoing opportunities for career development.

Responsibilities

Principal responsibilities include but are not limited to:

1. Maintain funder and prospect records in the department database; maintain accurate mailing and contact information for funders; generate mailing lists and income reports from database;
2. Review foundation and government funding guidelines; write grant reports and funding proposals and manage relevant staff through the process; produce relevant supporting materials;
3. Maintain accurate records of all incoming funds as well as ongoing funding projections;
4. Maintain records of incoming gifts and write acknowledgement letters for foundation grants.
5. Share grant agreements and reconcile foundation gifts with Finance team;
6. Update, maintain and track grant proposal and report submission deadlines as well as ongoing engagement activity with funders in database; apprise appropriate development and program staff of upcoming deadlines; work closely with senior staff to assist meeting deadlines and maintaining grant-funder relations;
7. Draft correspondence with funder contacts and help to implement a funder communications strategy;

8. Prepare cultivation materials and mailings for funder contacts, and help to organize meeting prep and funder-related travel plans for the Executive Director and other senior staff;
9. Conduct research on current and prospective funders;
10. Other duties as assigned.

Qualifications

The successful candidate *must* demonstrate the following experience and skills:

Excellent verbal and written communication skills: Verbal and written communication is a significant component of this role, and the right candidate must possess proficient skills and have substantial experience with persuasive and compelling writing, understand writing to unique audiences, and editing other people's work. The right candidate will also be proficient with working with numerous internal stakeholders, building relationships and practices to ensure the collection and tracking of all needed information regarding grants administration.

Exceptional detail-oriented project management skills: The ability to manage a lot of projects simultaneously and to move between them with ease is a requirement of this role. A command of details of content and financial budgets for grants is essential, as is the ability to bring projects to timely completion. The successful candidate must also demonstrate an ability to be comfortable working in a fluid, multiple-stakeholder environment, and think creatively about sourcing for the organization's projects.

Commitment to customer service: This candidate will serve as the first point of contact for funders and s/he must be comfortable answering questions and enthusiastically educating funders about the programs of our organization. S/he must know how to handle challenging personalities and be able to maintain a mature response to the occasional challenging interpersonal exchanges with funders.

Interest in Racial Equity: Our organization is committed to building and deepening its commitment to racial justice. The successful candidate will share this commitment and be willing to expand his/her knowledge about the role that racial inequity plays in our society through professional development and work in our organization.

Government and Foundations: Experience writing, applying to and managing grants from Federal, State and Local municipalities and/or Foundations.

Style of Work: Preference for working as a team player, with a cultivated sense of humor and wit.

Education: Bachelor's Degree required.

Compensation

The salary for this position is commensurate with experience. We offer a generous benefits package for employees working 20 hours or more per week, including participation in our health insurance plan, 11 paid holidays per year, 10 paid vacation days per year, 7 paid sick days per year, and additional paid comp-time at the discretion of the Executive Director. We also offer a Simple IRA and access to TransitChek pretax transportation benefits.

How to Apply Send a thoughtful cover letter that speaks to how your experience and skill-set meet the qualifications for this position to info@groundworkhv.org. Include your salary requirements, your résumé, and a writing sample.