

Position/Title:	Institutional Giving Associate
Start Date:	ASAP
Salary:	Competitive
Application Deadline:	Open until filled
Contact:	Please send resume and cover letter to DevoJobs@cityparksfoundation.org

POSITION SUMMARY

City Parks Foundation (CPF) is the only independent, nonprofit organization whose mission is to offer programs in public parks throughout the five boroughs of New York City. At CPF, we are dedicated to invigorating and transforming parks into dynamic, vibrant centers of urban life through sports, arts, community development, and education programs for all New Yorkers. Our programs and community building initiatives – located in more than 350 parks, recreation centers, and public schools across New York City – reach 425,000 people each year. More information about CPF can be found at: CityParksFoundation.org

The Institutional Giving Associate is part of a nine-person Development Department, raising over \$7 million annually from corporate, foundation, government, and individual sources to support free programs in New York City parks. Reporting to the Senior Manager of Institutional Giving, the Institutional Giving Associate will:

PRIMARY RESPONSIBILITIES

- Work closely with Senior Manager of Institutional Giving and Chief Development Officer to research, identify and solicit support from new funders with a focus on foundation and government grants
- Draft grant proposals, letters of inquiry and applications with an increasing ability to work independently over time and maintain a portfolio
- Draft applications and process contracts and invoices for discretionary funds from city council members
- Draft gift acknowledgements and prepare grant reports
- Maintain calendar of docket deadlines and donor database records
- Dialogue with senior program staff about program activities, long-term plans and budgets
- Participate as needed in fundraising events throughout the course of the year

QUALIFICATIONS

- 1-2 years of solid grant-writing experience in a non-profit organization. A background in the arts, education, the environment and/or community development is a plus. Familiarity with NYC institutional funding community.
- Experience in managing multi-year and reimbursable government contracts is desirable
- Excellent writing, research and communications skills
- Ability to understand complex institutional and program budgets
- Collaborative, collegial, curious and patient

- Proven ability to prioritize and work effectively under deadlines, with attention to detail
- Ability to effectively communicate program plans and vision to colleagues, management and funders
- Familiarity with Google applications and Salesforce as well as online research tools is highly desirable
- B.A. required; advanced degree preferred

WORKING FOR CITY PARKS FOUNDATION

This position will be working from the organization's administrative headquarters at 830 Fifth Avenue in Central Park's beautiful Arsenal building. Benefits include excellent health care and dental package, vacation, paid holidays, 403(b) Retirement Plan, Transit Check program, life insurance and a flexible spending plan. City Parks Foundation is a collegial, mission-focused organization that values its employees and encourages professional growth and advancement.

CONTACT

Interested parties should email cover letter, resume, salary requirements and writing sample to:
Devojobs@CityParksFoundation.org. Put title of position in subject header.

Thank you for your interest in City Parks Foundation, an equal opportunity employer. Only potential candidates will be contacted. No calls please.