

POSITION SUMMARY

This Grants Coordinator will join the Development Team and be responsible for all aspects of the grant process, thoroughly researching, prospecting, vetting, and submitting proposals for new grants, and maintaining current grants. The Office Administrator manages the day-to-day administrative needs for New City Kids: Jersey City. The position requires a person with a love for order and a heart for others.

Grant & Donor Relations Responsibilities (80%)

- Use wealth screening software and Salesforce to vet major donor prospects (including grants from foundations, corporations, family foundations, and government funds)
- Research and prospect for new grant funding
- Develop and submit proposals for \$750,000 in new or increased funding in the next fiscal year
- Secure \$100,000 in new or increased grant funding from foundations and corporations
- Maintain contact with funding agencies gathering information, such as reporting deadlines, program requirements, project updates
- Renew grant proposals to all existing funding partners; increase grant renewals where possible
- Work to fulfill the goals of the Donor Communication plan and the Development Team
- Work with the Development Team to make a plan to care for supporters and funders
- Maintain databases and systems to track data and reference materials for use in grant reports and proposals and work with program staff as needed to collect data and information
- Support special events

Editing & Quality Control (10%)

- Proofread and edit all marketing materials including print (newsletters 4x/year, annual report), email (weekly) website (as needed), social media (weekly), and materials for special events.

Office Management Responsibilities (10%)

- Manage office supplies (including expense lines) and office filing system, run errands as needed for special events
- Support board meetings and Executive Director
- Human Resources support for staff health insurance and HSAs

Qualifications

- Bachelor's degree
- Grant writing experience strongly preferred
- Excellent verbal, written, and interpersonal communication skills
- Strong achievement and leadership ability
- A decisive, independent thinker with a strong work ethic
- Ability to lead multiple long- and short-term projects simultaneously, meeting all related deadlines with a strong attention to detail
- Ability to manage and share pertinent information with staff
- A strong commitment to and ability to communicate the goals and mission of New City Kids, including a personal and active Christian commitment
- Strong computer literacy and competency required

Details

- **Compensation:** \$35-45k/year + benefits
- **Hours:** full time, 40 hours per week
- **Location:** Jersey City, NJ
- **Supervisor:** Development Director
- **Start Date:** August 1, 2017

To apply, please send cover letter, resume, and sample of grant work to
Laura Gosa, Development Director, laura@newcitykids.org. No phone calls, please.