



Job Announcement

POSITION: Grant Writer
START DATE: March 11, 2013
SALARY: \$38,000-\$44,000 + full benefits

City Parks Foundation (CPF) is the only independent, nonprofit organization to offer park programs throughout the five boroughs of New York City. CPF works in over 750 parks citywide, presenting a broad range of free arts, sports, and education programs and helping citizens to support their parks on a local level. Our programs and community-building initiatives reach more than 600,000 New Yorkers each year, contributing to the revitalization of neighborhoods throughout New York City.

The Grant Writer will support our Education and Sports programming and be part of a 9-person Development Department, which raises approximately \$5.5 million annually from corporate, foundation, government, and individual sources to support free programs in New York City parks.

RESPONSIBILITIES

- Work with Director of Development and senior program staff to set fundraising goals.
- Maximize revenue primarily from private foundations but also through corporate philanthropy and competitive government awards.
- Write grant proposals, reports, letters of inquiry, and acknowledgement letters.
- Actively research and pursue new funding prospects.
- Maintain contact with funders to communicate progress of programs, arrange site visits, and explore funding opportunities.
- Collaborate with other members of Development staff to develop proposals for organization-wide and program-specific requests.
- Participate in and support fundraising events throughout the course of the year.

QUALIFICATIONS

- 2-3 years non-profit grant-writing experience; education, arts or sports background a plus.
- Excellent writing and communications skills, as well as ability to understand budgets.
- Ability to communicate and work with diverse constituents, including funders, Board members, and community group leaders.
- B.A. required
- Familiarity with New York City and driver's license preferred.

CONTACT

Interested candidates should mail cover letter and resume to Development@CityParksFoundation.org

NO CALLS OR FAXES, PLEASE.