

City Parks Foundation *Job Description*

JOB: Technical Assistance Coordinator for Grants and Resource Development, Partnerships for Parks

START DATE: Immediate

SALARY: \$44,000 + full benefits

City Parks Foundation (CPF) is an independent, non-profit organization that produces arts, sports and educational programs, largely free of charge, for over 600,000 kids and adults in 750 parks throughout New York City. CPF also organizes communities to support neighborhood parks through its Partnerships for Parks program.

Partnerships for Parks (PfP) is an innovative joint program of City Parks Foundation and the New York City Department of Parks & Recreation founded in 1995. Because we believe that active and involved communities are essential to vibrant parks and neighborhoods, and to a healthy city, Partnerships for Parks helps New Yorkers work together to make neighborhood parks thrive. We strengthen our diverse, growing network of dedicated park volunteers and groups by creating opportunities for them to celebrate their parks and accomplishments, access resources, become more effective leaders in their communities, and work with government to affect decisions about their parks.

Partnerships for Parks' Technical Assistance (TA) program supports Partnerships' staff and parks volunteers citywide through training, workshops, coaching, small grants, publications, and the development, testing, and sharing of best practices to support public involvement in parks and green space. The program also furthers CPF and Agency priorities through grant-funded special projects; past and current initiatives include supporting new immigrant park users, increasing community involvement in the Capital process, and encouraging sustainable park and street tree stewardship through training.

POSITION DESCRIPTION

The Technical Assistance Coordinator for Grants and Resource Development:

- Administers PfP's small grants programs and oversees the organizational development components of CPF's fiscal sponsorship activity.
- Promotes and leads public workshops, processes grant and fiscal conduit applications, and coordinates funding decisions.
- Works with staff to support current and potential grantees, including site visits, developing trainings/networking opportunities, and identifying funding opportunities.
- Builds relationships with relevant external organizations to (co-)offer trainings or resources to PfP groups.
- Documents practical wisdom from grantees and other PfP groups in user-friendly formats.
- Provides groups with support and resources to develop their financial capacity.
- Expands TA resources on financial sustainability, including fundraising, becoming a 501(c)3, etc.
- Documents and evaluates program effectiveness and further develops TA tools.

QUALIFICATIONS

- At least two years fundraising, grantwriting, grantmaking, community organizing/development, and/or adult education/coaching/consulting experience.
- Bachelor's degree, Master's degree in public administration, organizational development, or related field a plus.
- Responsible, detail oriented, and organized individual who is comfortable dealing with financial, confidential, and sensitive information, and sticking to deadlines.
- Motivated and creative self-starter who is comfortable working both individually and as part of a team.
- Ability to relate to many different types of people; experience working with diverse communities.
- Comfort and facility with word processing, spreadsheet, and presentation software.
- Excellent communication, facilitation, writing, research, and organizational skills.
- Experience with programmatic evaluation and documentation preferred.
- Willingness to work flexible hours, including some nights and weekends.
- Diplomatic, personable, patient, and flexible.

Interested candidates should e-mail cover letter and resume to: TASearch@cityparksfoundation.org.
Please include your name and “TA Coordinator” in the subject heading.

OR, mail the same information to:

Technical Assistance Coordinator Search
City Parks Foundation
830 5th Avenue, Room 21
New York, NY 10065

Interviews will be scheduled on a rolling basis with hiring taking place once an appropriate candidate is identified. No calls or faxes, please.