

**Position/Title:** Coordinator, Technical Assistance Program, Partnerships for Parks

**Start Date:** Immediate

**Application Deadline:** November 9, 2018

**Contact:** Please send resume and cover letter to [LSierra@cityparksfoundation.org](mailto:LSierra@cityparksfoundation.org)

### **ABOUT CITY PARKS FOUNDATION**

At City Parks Foundation (CPF), we are dedicated to invigorating and transforming New York City parks into dynamic, vibrant centers of urban life through sports, arts, community building, and education programs for all New Yorkers. Our programs -- located in more than 350 parks, recreation centers, and public schools across New York City -- reach 425,000 people each year.

- CityParks Shows brings hundreds of live music, dance and theater performances to communities throughout New York City's five boroughs. The SummerStage festival presents nearly 100 free performances and benefit concerts each year in 18 parks throughout the city, ranging from American pop, Latin and world music to dance, spoken word and theater. The Swedish Cottage Marionette Theatre, home to one of the last public marionette companies in the US, presents modern takes on classic fairy tales, and the traveling PuppetMobile presents family-friendly puppet shows and workshops outdoors around the city, free of charge.
- Partnership for Parks is a unique public-private partnership between CPF and NYC Parks that supports and champions neighborhood volunteers by giving them the tools they need to advocate and care for their neighborhood parks and green spaces.
- CityParks Learn environmental education programs help students experience the fun of science, while learning about their relationship to the natural world and the ways in which they can protect our natural environment. We provide environmental science programs for elementary, middle and high school students throughout New York City, serving nearly 3,000 kids through school-day, afterschool and summer programming, as well as credit-bearing training and paid internships for teenagers.
- CityParks Play activates New York's neighborhood parks with free sports programs for kids, including tennis, soccer, golf, track & field, and multi sport instruction, as well as fitness classes for seniors. We help New Yorkers stay active and healthy, discover new sports, and make new friends.

Our ethos is simple: *we believe thriving parks mean thriving communities.*

### **POSITION SUMMARY**

Partnerships for Parks (PfP) is seeking a Technical Assistance Coordinator for Grants and Resource Development. The Coordinator is responsible for helping administer PfP's small grants and fiscal sponsorship programs, which build the financial capacity of local groups to support their neighborhood parks. The grants program oversees the distribution of over \$75,000 each year. The position will also provide coaching and resources for financial management best practices and support other fundraising initiatives. The Technical Assistance program offers a suite of capacity building tools for park partners including grants, workshops, coaching, publication and website design services, and community planning and visioning assistance through

the development, testing, and sharing of best practices to support public involvement in parks and green space. The Coordinator will report to the Manager for Grants and Resource Development.

### **REQUIREMENTS**

- Administer PfP's grants and fiscal sponsorship programs supporting the application process, reporting requirements, communicating with grantees and applicants, conducting program outreach, maintaining grant and fiscal sponsorship files, and executing payments in conjunction with finance staff.
- Promote and lead public grant workshops and information sessions and develop promotional material
- Develop grant and fiscal sponsorship content for internal and external communications
- Document practical wisdom from grantees and other PfP groups in user-friendly formats
- Provide groups with technical assistance and resources to develop their financial capacity
- Expand the Technical Assistance team's resources on financial sustainability, including fundraising, becoming a 501(c)3, etc.
- Update and maintain records of grants, fiscal sponsorship accounts, individuals, community groups, and organizations in the database
- Collect and analyze data to measure grant and capacity building program impact and effectiveness
- Support PfP special projects, initiatives, and citywide events

### **QUALIFICATIONS**

- Bachelor's degree and at least two years grant-making, grant-writing, community development, and/or training and facilitation experience
- Motivated, resourceful, and creative self-starter with a passion for sustainable community development who is confident working both individually and as part of a team
- Commitment to civic engagement; interest and experience supporting and facilitating community meetings, trainings, and workshops and establishing tools for public participation
- Experience working with diverse communities and developing interpersonal working relationships
- Demonstrated ability to work effectively with many types of stakeholders including community volunteers, agency representatives, elected officials, and funders
- Detail-oriented, organized, and able to meet multiple deadlines
- Comfortable dealing with financial, confidential, and sensitive information
- Excellent written and oral communication, research, and problem solving-skills
- Experience with qualitative and quantitative data collection and analysis
- Comfort and facility with Google applications and Microsoft Office Suite
- Willingness to work a flexible schedule, including some nights and weekends
- Bilingual in English/Spanish is a plus
- Ability to travel across the city to support community projects and events as needed
- Familiarity with New York City



**City Parks Foundation**  
830 Fifth Avenue, New York, NY 10065  
[www.cityparksfoundation.org](http://www.cityparksfoundation.org)

### **WORKING FOR CITY PARKS FOUNDATION**

Benefits include excellent healthcare and dental package, vacation, paid holidays, 403(b) Retirement Plan, Transit Check program, life insurance, and 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, and salary requirements to:  
LSierra@cityparksfoundation.org. Put "Grants and Resources Coordinator" 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.