

<b>Position/Title:</b>	<b>Catalyst Program Grant Project Manager</b>
<b>Position Duration:</b>	<b>3 year, grant-funded position, with possibility of continued employment</b>
<b>Projected Start Date:</b>	<b>January 2021</b>
<b>Application Deadline:</b>	<b>December 21, 2020</b>
<b>Contact:</b>	<b>Send resume and cover letter to <a href="mailto:TEnoch@CityParksFoundation.org">TEnoch@CityParksFoundation.org</a></b>

### **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 400 parks, recreation centers, and public schools across New York City -- reach 300,000 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 over 100 free performances and benefit concerts each year in 16 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 fairytales, and the traveling PuppetMobile presents family-friendly puppet shows and workshops outdoors around the city, free of charge.
- Partnerships for Parks (PfP) 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 5,000 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**

Catalyst, a program of Partnerships for Parks (PfP), harnesses the resources of City Parks Foundation, NYC Parks, and local partners to strengthen and center community building around improving high needs parks in historically underserved neighborhoods. Catalyst increases opportunities for community members to contribute to community life via neighborhood parks. We connect engaged community members into networks and groups that become caretakers, advocates, programmers, and leaders for their parks. Catalyst has received a 3-year grant to support and engage more communities. This expansion includes engaging in more high-needs parks, deepening the collaboration with NYCHA residents, creating health and wellness programming, developing assessment tools to measure leadership development and network growth, and encouraging peer learning and best practice sharing throughout many networks.

The Catalyst Grant Project Manager will report to the Director of the Catalyst program and track all goals and grant deliverables. The Project Manager will support a team of four Catalyst Organizers who lead Catalyst's community engagement efforts in up to 16 high need communities and parks.

## **REQUIREMENTS**

- Provide on-the-ground and in-office support to Catalyst Organizers, including outreach, meeting facilitation and documentation, event execution, collaborating with partners, and project management. Contribute to positive team culture and performance.
- Coordinate with the Director on overall program assessment strategy and implementation timelines.
- Organize, implement and manage Catalyst systems for assessment and documentation via Salesforce database, moving from pilot assessment tools to replicated systems that measure and demonstrate progress in defined areas of success, including individual leadership, group, and network development.
- In collaboration with Catalyst Organizers, execute and document contracts for wellness programs in each Catalyst park, potentially up to 250 programs per year.
- Track and manage a budget of up to \$170,000 per year in grant-funded programming resources.
- Document and share best practices using methods and formats (social media, newsletters, video) that inspire learning among partners and new engagement.
- In conjunction with the Catalyst team, plan annual learning exchanges for Catalyst community partners and PfP peer partners to elevate and share best community practices and impacts.
- Organize and contribute to Catalyst monthly reporting systems, including narrative reports, photo/video documentation, and assessment metrics. Provide support and guidance to team members in fulfilling all programming and reporting duties, especially grant related mandates and deliverables.
- Participate in regular site check-ins with Catalyst Organizers to provide support, assessment, and coaching for ongoing programming improvement.
- Provide support and capacity to Catalyst Organizers at regularly occurring Catalyst group meetings and park programs.
- Support Catalyst team to achieve general program effectiveness, cohesion, and ongoing cooperation and coordination with Partnerships for Parks, City Parks Foundation & NYC Parks divisions, and NYC community members.
- Contribute program content for internal and public-facing communication including newsletters, presentations, social media, web, and other platforms.
- Support Partnerships initiatives and projects as needed.

## **QUALIFICATIONS**

- Proven ability to manage, support, and lead successful teams in community engagement work.
- Demonstrable ability to work with diverse constituencies.
- Bachelor's degree and a minimum 4 years experience in one of the following areas: community organizing, coalition-building, public service/administration, and/or community programming; OR 6 years experience in one or more of the above mentioned areas.
- NYC Parks related experience highly preferred, parks and open-space project experience desired.
- Experience working in public/private partnership preferred, experience working with multiple stakeholders and accountability partners required.
- Experience with qualitative and quantitative data collection, CRM platforms, evaluation, reporting, and presentation creation.
- Strong communicator, with the ability to generate internal and public-facing communications; skill and experience with public speaking, professional writing, facilitation, and listening.
- 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.
- Responsible, detail-oriented, and organized project manager.
- Experience planning community-led events and/or collaborative projects that feature multiple stakeholders and interests.
- Comfort and facility with office software and Google apps.

- Willingness to travel frequently around NYC and work on-site as often as needed, including nights and weekends.
- Driver's license required.
- Bi or multilingual strongly preferred; Spanish is a priority.

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

Benefits include excellent healthcare and dental packages, 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 a cover **letter** and **resume** to: [TEnoch@cityparksfoundation.org](mailto:TEnoch@cityparksfoundation.org). Put "Catalyst Grant Project Manager" 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.