

**Position/Title:** Special Initiatives Manager

**Start Date:** Immediate

**Application Deadline:** September 10, 2021

**Contact:** Send resume and cover letter to [cpf-hr@cityparksfoundation.org](mailto:cpf-hr@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 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 fairy tales, and the traveling PuppetMobile presents family-friendly puppet shows and workshops outdoors around the city, free of charge.
- Partnerships 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**

The Special Initiatives Manager reports dually to the Deputy Director and Director of Partnerships for Parks. The Manager manages a portfolio of projects including but not limited to administering government and other special funding, executing PFP's professional development initiative, creating strategies and project management systems for priority initiatives, coordinating PFP's participation in research, conferences, and recognition opportunities, and executing other projects as needed.

### **RESPONSIBILITIES**

- Lead the implementation of initiatives as directed - convene teams, develop detailed project plans, and collaborate with directors and staff to achieve goals
- Coordinate information and directives between various departments, acting as a central point of contact for special initiatives
- Create and manage budgets, expenditures and contracts including all corresponding paperwork and documentation
- Respond to and seek out opportunities for Partnerships to be included in research, conferences, and recognition locally, nationally, and internationally
- Research, document and engage resources needed to advance special initiatives, including but not limited to coordinating with trainers/facilitators, peer organizations, departments within NYC Parks and City Parks Foundation, and others
- Document program processes, best practices, and challenges to inform future program planning
- Create and give presentations, communicate with internal colleagues and external partners
- Track and manage relevant project data in Salesforce
- Perform other duties as directed to advance Partnerships for Parks initiatives, including but not limited to participating in cross-programmatic working groups and staffing on-site and remote events and projects.

#### **QUALIFICATIONS**

- Bachelor's Degree plus four years experience in related field including public administration, program development, grant-making, and/or contract and budget management
- Detail-oriented and organized project manager with excellent written and oral communication, interpersonal, and problem solving-skills
- Experience planning and maintaining work systems, procedures, and policies for a team
- Experience with research, information collection, data synthesis and analysis and demonstrated ability to generate internal and public-facing communications; skill and experience with public speaking, professional writing, facilitation.
- Motivated, resourceful, creative, and flexible self-starter who confident working both individually and as part of a team
- Cultural sensitivity and ability to work in cooperation with diverse populations required; demonstrated ability to work effectively with many types of stakeholders including City officials, funders, and nonprofit organizations
- Commitment to community benefit work including environmental conservation and civic engagement
- Expert knowledge of office software, including Google applications and MS Office Suite, plus experience with data systems
- Willingness to work a flexible schedule, including nights, and weekends as needed
- Knowledge of New York City boroughs and neighborhoods preferred and ability to travel across the city for meetings, projects, and events
- Valid NYS driver's license preferred



**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: [cpf-hr@cityparksfoundation.org](mailto:cpf-hr@cityparksfoundation.org). Put **"Special Initiatives Manager, Partnerships for Parks"** in the subject header.

Thank you for your interest in City Parks Foundation, an equal opportunity employer. Only potential candidates will be contacted. No calls, please.