

Position/Title: Government Relations and Development Manager

Start date: Immediate

Contact: Please email cover letter and resume to outreach@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 parks, recreation centers, and public schools across New York City -- reach 300,000 people each year.

- CityParks Shows brings live music, dance and theater performances to communities throughout New York City's five boroughs. The SummerStage festival will present 65+ free performances and benefit concerts in 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.
- CityParks Build engages volunteers, nonprofits, donors, and government partners to support our parks and open spaces. Partnerships for Parks (PfP) is a joint program of City Parks Foundation and NYC Parks that builds the capacity of community partners to care for and advocate for neighborhood parks. We maximize their impact by fostering collaboration with NYC Parks and providing resources like grants and fiscal sponsorship, workshops, coaching, volunteer opportunities and connections to a network of other partners to ensure these spaces are dynamic community assets. Our Partnership Development team works closely with Partnerships for Parks to provide a continuum of support to larger nonprofit partners through coalition building, shared services, fundraising, and grant administration.
- 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 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 Partnership Development Manager will join the nascent Partnership Development team, engaging nonprofits, donors, and government partners in support of our parks and open spaces through fundraising, fiscal sponsorship, grant-making and administration, coalition building work, and strategic initiatives. This position will manage a portfolio of \$1.3M in government funding and support a portfolio of \$1.75M in foundation, corporation, and individual gifts. The manager is an integral member of the CPF team, understanding funding needs, identifying opportunities for support, and coordinating with program directors to ensure that grant requirements are met. The manager reports to the Director of Partnership Development

and more team members may be added as the department evolves. This position is temporarily remote and will be flexible as a hybrid between office and work from home.

RESPONSIBILITIES

- Partner with management to develop an annual strategy to meet or exceed revenue goals.
- Cultivate and maintain relationships with government agencies, community boards, elected and appointed officials and other organizations. In collaboration with senior staff and CPF lobbyists, coordinate and support meetings with government officials and staff. Prepare and submit funding requests and reporting for government grants. Serve as the main point of contact with CPF lobbyists, developing meeting agendas, presentations, funding strategies, outreach plans, and scheduling meetings. Extend invitations to elected officials for CPF events, and keep elected officials apprised of programs in their districts.
- Assist the strategic management and expansion of grant-making, fundraising and programmatic initiatives that support the organizations working in the open space sector. Prepare and submit compelling letters of inquiry, proposals, and reports for the NYC Green Fund and other grantmaking initiatives.
- Serve as assistant program officer for NYC Green Fund to answer grantee questions and review grantee reports, budgets and spending, and outcomes.
- Support fiscal sponsorship program including updating program guidelines; communicating and sharing reports with fiscally sponsored groups; tracking and meeting compliance needs; and working closely with the Finance Department to manage and monitor spending and balances.
- Support coordination of the Parks and Open Space Partners - NYC group and/or its successor.
- Work collaboratively across CPF and especially with Finance, Development, and Partnerships for Parks.

QUALIFICATIONS

The Manager brings a strong background in open space stewardship and community relations. They have:

- Minimum of 3-4 years of experience in government relations, development, grant administration, and/or related fields
- Experience planning and maintaining work systems, procedures, and policies for a team
- Strong project manager, detail-oriented and exceptionally-organized, comfortable dealing with sensitive financial information, excellent editing and proofreading skills
- Cultural sensitivity and ability to work in cooperation with diverse populations required; demonstrated ability to work effectively with many types of stakeholders including community volunteers, agency representatives, elected officials, and funders
- Ability to collect, interpret, and present pertinent data to analyze operations; to use data to develop operational improvement strategies
- Knowledge of/familiarity with the open space sector, environmental issues, and/ or urban planning is a plus, but not required.
- Willingness to work a flexible schedule, including nights and weekends as needed for SummerStage shows and special events
- Familiarity with Google Suite, Salesforce, and Zoom
- Strong work ethic, enthusiasm, sense of humor, creativity, flexibility, and patience.

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,



City Parks Foundation
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www.cityparksfoundation.org

mission-focused organization that values its employees and encourages professional growth and advancement.

CONTACT

Interested parties should email cover letter, resume, salary requirements to outreach@cityparksfoundation.org. Put "Government Relations and Development Manager" 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.