

## Grants & Development Manager Full Time



### Description

NCA is hiring a highly organized and self-motivated Grants & Development Manager. This position will work directly with NCA's Executive Director to complete a variety of development related tasks necessary to maintain and grow organizational operations.

### About NCA

Newtown Creek Alliance (NCA) is a community based non-profit with the mission to Reveal, Restore, and Revitalize Newtown Creek, a Superfund waterway that borders Brooklyn and Queens. NCA oversees a number of programs relating to environmental education, advocacy and community engagement, as well as environmental monitoring, horticulture, and volunteer opportunities. As a leading voice for the cleanup of and improved connection to the Creek, NCA works closely with a number of longstanding partners among community-based organizations, local businesses, environmental groups, and educational institutions. For more information about NCA visit:

<http://www.newtowncreekalliance.org/>

### Job Duties

- Conduct and manage grant prospect research, grant writing and reporting, the Annual Report, and development/fundraising strategies for the organization
- Compose, track, and file necessary paperwork related to City and State designated funding sources (such as Discretionary Funding)
- Maintain file keeping (digital and in-office) related to grants and donors
- Track donations and oversee acknowledgement/thank you letters for donors
- Plan and execute fundraising events, including our Annual Tidal Toast benefit
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- Work with Executive Director to evaluate and develop NCA programming in relationship to fundraising opportunities
- Work alongside NCA staff to coordinate and expand communications strategy and outreach, including updating the website as it pertains to development
- Assist in composition and execution of email newsletters as needed

### **Qualifications**

- 5+ years experience working in an office environment
- 3+ years experience working in a development related role
- Experience working at a non-profit organization (or similar)
- Proficiency with Google suite, spreadsheet, and database management
- High attention to detail and organizational skills
- Ability to work independently and effectively in a small team environment
- Familiarity with City, State, and Federal funding processes is a plus
- Familiarity creating and updating budgets is a plus
- Familiarity with Candid, Airtable, Wordpress, and Mailchimp is a plus

### **Compensation and Schedule**

- This is a full-time, salaried position for a 35-hour work week. The salary range for this position is \$58,000 to \$64,000, commensurate with skills and experience.
- NCA offers new full-time employees 10 days paid vacation; 7 sick/personal days; and 12 paid holidays. The NCA office is closed between December 25th and January 1st.
- NCA contributes \$900/month towards a health care plan, including dental/vision.
- NCA's offices are located at the Kingsland Wildflowers building in Greenpoint, Brooklyn. Standard office hours are M-F 10am to 6pm.
- Opportunities to participate in additional NCA programs, professional development, and events based on organizational needs.

Newtown Creek Alliance is committed to workplace diversity and inclusion. It is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation or any other characteristic protected by federal state or local law.

### **To Apply, Please Submit:**

1. Cover letter (.pdf)
  2. Resume (.pdf) with at least two references
- to [Tess@newtowncreekalliance.org](mailto:Tess@newtowncreekalliance.org) with 'NCA Grants' in the subject line.

Applications will be reviewed on a rolling basis; early applications are encouraged.