



# Greater Newark Conservancy

## GREATER NEWARK CONSERVANCY

### Job Description

#### Grant Developer (10.18)

Greater Newark Conservancy, founded in 1987, is a non-profit environmental organization located in the city of Newark, NJ. The Conservancy's mission is to promote environmental stewardship to improve the quality of life in New Jersey's urban communities.

#### **Purpose of the Position**

Responsible for developing proposals for both unrestricted operating revenue and restricted (program) projects and for submitting timely and accurate reports which support and enhance the overall organizational budget of \$2 million annually.

#### **Essential Functions:**

- Responsible for conducting the full range of activities required to develop, prepare, submit, and manage grant proposals to foundation and corporate sources.
- Perform research on government, foundations and corporations to identify new sources of funding
- Work with finance to gather information necessary to report to funders on current grant programs.
- Comply with all grant reporting as required by grant contracts
- Provide stewardship to grantors, including assisting Director of Development in providing regular updates to donors.
- Understanding of institutional history and programs.
- Represent Greater Newark Conservancy in attending visits with foundation officers and other prospects, arrange for onsite tours for supporters (eg: foundation officers, foundation trustees).
- Maintain current records in database and in electronic files, including grant tracking and reporting.
- Track statistics relevant to development and provide department with written materials necessary for donor stewardship (visitor number and diversity, educational program attendance, etc).
- Work with Director of External Affairs to provide development input for all written institutional materials (including newsletters, website, etc).
- Assist with other fundraising projects as requested

#### **Knowledge and Skills:**

- Strong written communication skills; ability to work with program staff to develop and compose clear, structured, articulate, and persuasive proposals.
- Strong editing skills.
- Attention to detail.
- Ability to meet deadlines.
- Knowledge of fundraising information sources.
- Experience with developing messages for institutional donors.
- Knowledge of basic fundraising techniques and strategies.
- Knowledge and familiarity with research techniques for fundraising prospect research.
- Strong contributor in team environments

**Qualifications:**

- Minimum of two years experience with successful grant applications.
- Experience in identifying and writing government grants
- Previous experience with non-profit fundraising.
- Experience working in deadline-driven environments.
- Able to work well in a team environment, handle multiple assignments and meet deadlines.
- Able to monitor and meet income goals.

Please send resume with cover letter which includes a history of successful grants written to [rdougherty@citybloom.org](mailto:rdougherty@citybloom.org).

Interviews will be on a rolling basis until position is filled.

Full-time position includes paid time off, medical insurance and 401(k). Salary is \$55-\$60,000. Position available immediately.