



### **Government Relations and Contract Manager**

GrowNYC

100 Gold St. Suite 3300  
New York, NY 10038  
[www.grownyc.org](http://www.grownyc.org)

GrowNYC is seeking a detail oriented, well organized professional to join our development team as a government relations and contract manager. Founded in 1970, GrowNYC is a hands-on non-profit which improves New York City's quality of life through environmental programs that transform communities block by block and empower all New Yorkers to secure a clean and healthy environment for future generations. GrowNYC operates farmers markets, engages New Yorkers in recycling education and resources, builds and maintains green spaces, and engages young people in hands-on education. There will be some opportunity to pursue individual interests and personal, profession development within the boundaries of this position.

#### **Key Responsibilities of the Government Grants Manager**

- \*Develop and maintain relationships with government sources of funding, including elected officials
- \*Promote GrowNYC as a trusted and reliable partner/grantee to government sources
- \*Investigate, refer and guide application process for government sources of funding
- \*Research, coordinate, write and edit government and some private grant proposals, managing follow-up actions for pending proposals. Coordinate proposal reviews, ensuring compliance with solicitation requirements.
- \*When awarded, advise allowed/disallowed expenditures and other grant caveats/requirements
- \*Track, oversee and prepare, with assistance from program staff, all reimbursements
- \*Coordinate all inter-agency requests when government RFP's issued along with letter of support and partner requests from other organizations.
- \*Gather, analyze and evaluate program data for inclusion in grant applications, ensuring the completion of all necessary reports.
- \*Work collaboratively with all teams and departments, also partnering with the finance department to compile needed information to report to donors on grant programs.
- \*Prioritize and coordinate multiple projects, while ensuring the production of high-quality, well-written and timely reports.
- \*Communicate to staff and members of the network requirements and timelines for proposals.
- \*Maintain current records and tracking in both Raiser's Edge database and internal files.

#### **Essential Competencies of the Successful Candidate**

- \*Excellent verbal and written communication skills with meticulous attention to detail and accuracy.
- \*Familiarity with the federal, state and local government, agencies and federal grants process, including USDA, NYC Councilmatic funds, and more.
- \*Able to be flexible and shift gears as needed i.e. comfortable with putting out fires
- \*Computer proficiency with Microsoft Office and federal grant management and applications software.
- \*Ability to manage multiple projects, meet deadlines and take initiative.
- \*Strong interpersonal skills and ability to proactively seek out and identify opportunities for funding at the federal and state levels.
- \*Adept researcher with knowledge of government and fund raising information sources.
- \*A patient and even-tempered demeanor.

**Background / Prior Experience**

Bachelor's degree, plus relevant experience and a proven record of personally writing grants/managing contracts and familiarity with federal, state and city grants process is preferred. A particular personal interest and knowledge in the areas of environment, food and/or education is strongly preferred and should be referenced in cover letter.

GrowNYC's Government Grants Manager position is full time and includes benefits. Salary starts at 45K annually. Submit cover letter, resume and three references to Nathan Patterson at [npatterson@grownyc.org](mailto:npatterson@grownyc.org). Please write Government Grants Manager in the subject line. GrowNYC is an Affirmative Action Equal Opportunity Employer and hires without regard to race, gender, religion, age, sexual orientation or physical disability.