



JOB OPPORTUNITY: *Government Grants Associate*

GrowNYC

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Organization Information:

For nearly 50 years, GrowNYC has been transforming communities throughout the five boroughs by giving New Yorkers the tools and resources they need to make our city cleaner, healthier, and more sustainable. Whether it's operating the world-famous Union Square Greenmarket, building a new community garden, teaching young people about the environment, or increasing recycling rates through education, GrowNYC is hard at work in your neighborhood. GrowNYC is a privately-funded 501(c)(3) not-for-profit organization.

Job Description: GrowNYC is seeking a detail oriented, well organized professional to join our Development Team as a Government Grants Associate. Key responsibilities include but are not limited to:

- Work directly with the Government and Legal Affairs Manager, supporting all aspects of the organization's government funding and contracting efforts on the city, state, and federal levels.
- Identify and investigate potential government funding opportunities to enhance current funding models, analyze new and ongoing sources of government funding, and support the development of sustainable and effective administration of grants programs.
- Guide the application process for all identified government grant opportunities to ensure the timeliness and accuracy of all proposals, communicate application requirements to relevant program staff, and develop internal timelines and milestones.
- Assist in the research, writing, and editing of government grant application materials to strengthen the organization's finalized proposals, gather additional requested documentation, submit applications as directed, and respond to follow-up requests for clarification or additional materials from funders.
- Oversee the implementation of awarded government funding to maintain compliance with the terms and conditions of funding agreements, identify and communicate required deliverables and reporting deadlines, submit timely reports, and collaborate with relevant program staff and the organization's Finance team to prepare, submit, and track requests for reimbursement.
- Maintain current records of all pending, current, and past government funding in both the Raiser's Edge database and internal files to inform the organization's overall funding strategy, analyze performance and outcomes for inclusion in future funding proposals, and maintain relationships with government partners.

Qualifications: Bachelor's degree, plus relevant experience and a proven record of writing grants, managing contracts, and interacting with city, state, and federal funding processes is preferred. An interest and working knowledge in the areas of environment, food and/or education is strongly preferred and should be referenced in cover letter.

Salary: \$40,000/year. This position is full-time with a generous benefits package including medical insurance and paid time off.

How to Apply: Submit a resume, cover letter, and three references to Kate Giessel at Kgiessel@grownyc.org. Combine all submissions into one PDF and write "Government Grants Associate" in the subject line. This position is open until filled.

GrowNYC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, sex, age, disability, marital status or sexual orientation.