Government Grants Associate

Organization Information
GrowNYC is a 51-year-old environmental nonprofit organization - helping more than 3 million New Yorkers by providing essential services and taking action to make NYC a livable city, one where every person can enjoy a healthier, more sustainable life.

Our Programs:
- Our network of Greenmarkets, Farmstands, Fresh Food Box sites and Greenmarket Co. ensures that all New Yorkers have access to the freshest, healthiest local food.
- We blanket the five boroughs with resources like textile and food scrap collection, Stop ‘N’ Swaps, as well as free training to make waste reduction easy for all.
- We build and support community and school gardens through volunteer days, technical assistance, training, grants and more.
- We provide 70,000 children each year with programs that provide meaningful interactions with the natural environment.

GrowNYC is committed to stopping the spread of Covid-19. We currently require all employees to disclose their vaccine status to us. We require daily health screenings and mandate mask wearing indoor or other settings that make social distancing difficult, as well as masking for unvaccinated employees in all work settings. As the situation evolves, GrowNYC reserves the right to make changes to our health and safety practices and policies, including but not limited to requiring that staff vaccinate, test, and comply with local rules and applicable guidelines.

Position Summary
We are seeking a Government Grants Associate to provide administrative and financial support for the Development Director and Comptroller. Duties will include assisting in pre-award and post-award administration of government grants, including researching potential grant opportunities, preparation of applications, award set-up, preparation and submission of interim and final grant reports, and the implementation and monitoring of award terms and conditions. The Government Grants Associate helps to coordinate and implement a successful lobbying program, developing effective background information about GrowNYC for meetings with elected officials, scheduling site visits and lobby meetings, and ensuring compliance with all lobbying reporting requirements.

Government Grants Associate Responsibilities:
GrowNYC is seeking a detail oriented, well-organized professional to join our Finance and Development Team as a Government Grants Associate. Key responsibilities include but are not limited to:
- Track progress and submit grant reports using all mandated systems and formats as required.
- Work directly with the Director of Development and Finance Department, supporting all aspects of the organization’s government funding and contracting efforts on the city, state, and federal levels.

Applications
Qualified candidates for the Government Grants Associate position should submit a cover letter, resume, and three references to: GrowNYC

Interviews will take place on a rolling basis starting August 25, 2021. Due to the volume of employment applications received, GrowNYC is unable to respond to each application individually. Applicants will be contacted directly if selected as a candidate. No phone calls or recruiters, please.

Application deadline is Friday, September 24, 2021.

Contact
GrowNYC
P.O. Box 2327
New York, NY 10272
212-788-7900

For additional information, please see our website: grownyc.org
- 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.
- Help 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 and track internal timelines and milestones in Raiser's Edge database (RE).
- From time to time, 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.
- Serve as the direct liaison between GrowNYC and external government agency staff.
- Maintain current records of all pending, current, and past government funding in both RE 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.

Ideal Qualifications
- Bachelor's degree.
- Relevant experience and a proven record of grant administration, 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 a plus.

Schedule The Government Grants Associate will be expected to work primarily Monday-Friday 9am-5pm with occasional weekend and weeknight availability required.

Compensation The full-time non-exempt Government Grants Associate position pays $47,000-$52,000 and includes benefits (medical, dental, vision, life insurance, long term disability, pension plan, and paid time off).

GrowNYC/Greenmarket is an Affirmative Action Equal Opportunity Employer and hires without regard to race, gender, religion, age, sexual orientation or physical disability.