



POSITION DESCRIPTION:

Development Associate, Foundation and Corporate Relations

Friends of the High Line (FHL) was formed in 1999 by residents in the West Village and Chelsea to preserve the historic High Line structure for reuse as an elevated public open space through the federal rail-banking program. FHL has launched a capital campaign to raise \$50 million in private funding. Construction of this unique park, almost 1.5 miles long, spanning 22 blocks from Gansevoort Street to 34th Street, began in April 2006, and the first section is scheduled to open in 2008. FHL is a mission-inspired, dynamic, and high-achieving organization staffed by a total of twelve dedicated professionals.

The Development Associate will plan and prepare funding requests to appeal to foundations, corporations, and grant-making organizations. The Associate reports to and works closely with the Chief Development Officer.

Responsibilities include

- Establishing and maintaining personal contact and relationships with foundation and corporate program officers.
- Writing, assembling, and submitting foundation, corporate, and government funding requests, including letters, proposals, budgets, and presentations.
- Managing prospect research process and preparing detailed prospect profiles.
- Ensuring prompt acknowledgement of corporate and foundation gifts and sponsorships.
- Maintaining calendar to ensure timely submission of letters of inquiry, proposals, and reports.
- Overseeing timely delivery of corporate and foundation benefits and recognition.

Qualifications

The successful candidate will be able to craft funding proposals in a clear and compelling manner. Must be self-motivated, detail-oriented, and highly organized. Excellent writing, analytical, and research skills are essential. Experience using online databases and other sources to locate biographical, financial, and philanthropic information. High level of computer literacy required, including familiarity with fundraising databases.

Bachelor's degree is required. One to three years fundraising experience relevant to the responsibilities.

To Apply

Please submit your cover letter, resume, and salary requirements to jobs@thehighline.org. Only those whose applications are being considered will be contacted.

Friends of the High Line is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

November, 2007