



FRIENDS OF THE HIGH LINE

POSITION DESCRIPTION:

Manager of Foundation and Government Support

Friends of the High Line (FHL) is the NYC Department of Parks & Recreation's non-profit partner working to ensure the park on the High Line is maintained as a great public place for all New Yorkers and visitors to enjoy. In addition to overseeing the maintenance, operations, and public programming for the High Line, Friends of the High Line is currently working to raise the essential private funding to help complete the High Line's construction and create an endowment for its future operations.

The Manager of Foundation and Government Support is primarily responsible for developing and writing grant proposals to foundations, government agencies, and other grant-making organizations, and will persuasively communicate FHL's mission and programs to potential funders. Reporting to the VP of Development, the Manager of Foundation and Government Support will assemble and submit grant requests, establish and maintain personal contact and relationships with funder contacts, conduct prospect research, and maintain a calendar of submissions and other deadlines.

Responsibilities include

- Developing and writing grant proposals to foundations, government agencies, and other grant-making organizations, persuasively communicating the organization's mission and programs to potential funders;
- Assembling and submitting grant requests, including letters, proposals, budgets, and presentations;
- Establishing and maintaining personal contact and relationships with funder contacts;
- Sending prompt acknowledgements for all foundation and government grants;
- Ensuring organizational compliance with grant terms and restrictions;
- Ensuring organizational compliance with grant terms and restrictions;
- Maintaining calendar to ensure timely submission of letters of inquiry, proposal deadlines, and reports;
- Conducting prospect research;
- Prioritizing projects to keep multiple projects moving in a timely manner, meet deadlines and manage supplemental material required for proposals;
- Growing and strategically diversifying the sources for giving;
- Organizing interdepartmental meetings for key program staff to identify and prioritize funding needs;
- Ensuring continuity in relationship management by maintaining systems and files to track contacts, submission and reporting deadlines, and philanthropic commitments in Raiser's Edge and hard-copy files;
- Providing writing support for other development initiatives, as needed.

Qualifications

The successful candidate will be able to craft funding proposals in a clear and compelling manner. Excellent writing, analytical, and research skills are essential. Candidates must be self-motivated, detail-oriented, and highly-organized, and have experience using online databases and other sources to locate biographical, financial, and philanthropic information. A high level of computer literacy required, including familiarity with Raisers Edge and Foundation Center databases. Candidates must possess an ability to work well under pressure and the ability to seek and synthesize information and communicate in a compelling and succinct form. A solid understanding of budgets as they relate to proposals and grants, a Bachelor's degree, and 3 -5 years of relevant experience are required.

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. No phone calls please.

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.