

Job Posting
Grant Writer/Community Development Manager

ORGANIZATION: YWCA of Queens
POSITION: Grant Writer/Community Development Manager
LOCATION: Flushing, New York

Founded in 1978, the YWCA of Queens is a leading nonprofit recognized for providing innovative and measureable improvements for individuals and families in Queens.

Under the broader mission of eliminating racism and empowering women, our focus is to empower the community through educational opportunities and skills attainment in our main program areas: Pre-GED and GED, Adult Literacy, Women to Work, Afterschool, and arts and culture programs. With 2 sites in Flushing and Jamaica, the majority of our students and members are immigrants who need culturally accommodating and language appropriate services.

EXPECTATIONS:

Reporting to the Executive Director, the Grant Writer/Community Development Manager will support the senior management of the YWCA of Queens in fundraising activities and will be involved in a range of administrative and external facing activities including fund development, funder cultivation and management, communications, event planning, advocacy, and other external relations projects as needed.

The ideal candidate is responsible, can fulfill project goals as well as minor tasks, doesn't just get things done but finds ways to make it better, has facility with data and program outcomes, has great attention to detail, and knows how to handle a variety of different work styles and processes.

RESPONSIBILITIES/DUTIES:

- Research and identify resources for potential funding related to the mission and vision of the YWCA of Queens.
- Write comprehensive proposals for government and private sectors.
- Work with the program staff to assess the need of the community and design/create programs and services needed by the participants/customers.
- Submit monthly, quarterly, bi annual and annual report and outcomes to all funding agencies.
- Provide assistance to key staff/program managers to ensure that we meet all outcomes/maximize outcome.
- Participate in community partnership with other organizations/groups and elected officials etc. in variety of collaboration efforts.
- Work with the board, staff and other volunteers on special events, i.e., conference, annual bazaar, annual Gala, literacy festival etc.

QUALIFICATIONS:

- Bachelor's degree.
- 3-5 years of experience in fundraising duties such as proposal writing, prospect research, data base management and donor cultivation and management.

- Capacity to build strong relationships with individuals at all levels, cultures and job functions (both inside and outside of the organization).
- Excellent project management, oral, and written communication skills.
- Comfortable working with numbers.
- Highly responsive, proactive, timely, accurate and thorough in follow-through.
- Microsoft Office - required. Raiser's Edge or other database experience preferred.
- Willingness to approach challenges with a good attitude and with a sense of humor.
- Bilingual Korean or Chinese preferred.
- Work based knowledge of the North East Queens community, Immigrant issues or Women's issues desirable.

Women, people of color, and other underrepresented minorities are strongly encouraged to apply. The YWCA of Queens is an equal employment opportunity employer and does not discriminate based on age, citizenship, physical or mental disability, ethnicity, sexual orientation, marital status, race, religion, veteran status or other unlawful factors with respect to employment. The YWCA of Queens is committed to the maintenance of a drug-free workplace and ensuring compliance with the Drug-Free Workplace Act of 1988.

If interested in this position, please send a cover letter, resume, and a writing sample to executive@ywcaqueens.org.