

**Open Position:** Development Associate  
**Location:** New York, NY

### **OVERVIEW OF POSITION**

Green City Force seeks a passionate, detail-oriented development associate with 2+ years of fundraising experience. The candidate will fill one of two Development Associate positions at Green City Force, and will be responsible for supporting the revenue goal generated from individual donors, foundations, corporations and government grants. Reporting to the to-be-hired Development Director, the associate will be an integral member of Green City Force's team, and will also support the Board of Directors to systematically build the organization's overall fundraising engine. Three professionals will comprise the development team, responsible for raising an increased budget of 58 percent (\$2.7M) this fiscal year.

### **ABOUT THE ORGANIZATION**

Green City Force (GCF) breaks the cycle of poverty, preparing urban young adults to succeed in their chosen careers by engaging them in service, training and work experiences related to the clean energy economy. GCF simultaneously addresses three imperatives –unemployment and the lack of prospects for family-supporting careers among low-income youth,; changes to the urban built environment that must be made to mitigate climate change; and stimulation of the green economy through awareness-raising and individual behavior change.

### **Key Responsibilities**

1. Perform all back-end work on individuals, foundations and government grants (research, track, thank)
2. Provide admin fundraising support to the Development Director and Executive Director
3. Draft and edit grants
4. Provide oversight of team's weekly meetings and follow up items
5. Track proposals and reports
6. Maintain scheduling, development database, and gift acknowledgement process
7. Work on special projects and annual fund mailings
8. Oversee fundraising events
9. Manage the donor website page
10. Compile reports, create and send out board books

### **Additional Skills**

- A college degree
- A minimum of two years nonprofit experience and a passion for excelling in development
- Excellent written, verbal, and interpersonal skills
- Passion for Green City Force's mission and the ability to translate that passion into action

- Excellent communication skills as an articulate spokesperson for organization High energy, goal-directed, driven, relationship-builder
- Experienced with databases and administrative work
- Highly organized and driven, with strong self-initiative
- Sensitive to multi-cultural issues

Green City Force is an equal opportunity employer and encourages candidates of all racial, ethnic and religious backgrounds to apply. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.

How to Apply:

**SALARY:** Commensurate with experience and competitive benefits package included

**LAST DAY TO APPLY:** September 30, 2013

**TO APPLY:** Please email resume, cover letter and two page writing sample that demonstrates creativity and strong expository writing skills to [dev@greencityforce.org](mailto:dev@greencityforce.org) .