



**EDIBLE
SCHOOLYARD
NYC**

**JOB DESCRIPTION
GRANTS & DEVELOPMENT MANAGER (FULL-TIME), EDIBLE SCHOOLYARD NYC**

LOCATION: Brooklyn, NY

ABOUT THE ORGANIZATION:

Edible Schoolyard NYC (ESYNYC) partners with public schools to transform the hearts, minds, and eating habits of young New Yorkers through a seed-to-table education. Edible Schoolyard NYC's goal is to change attitudes, preferences, and behaviors around healthy eating, and to educate and empower children to make healthy food choices for themselves, their communities, and the environment. In 1995, nationally acclaimed restaurateur and food activist Alice Waters created the first Edible Schoolyard in Berkeley, California, pioneering the notion that the best place to teach children the connection between food, health, and the environment is in our schools. Established in 2010, Edible Schoolyard NYC is the first northeastern affiliate of the program, and is committed to bringing the vision of a garden-based edible education to New York City.

PRIMARY RESPONSIBILITIES:

The Grants & Development Manager is part of the development department and is responsible for grants management. This is a growing area of the ESYNYC development portfolio and represents an opportunity to build and grow institutional support. The position reports to the Vice President of Growth Strategy and Development, and is part of a four-person development team

RESPONSIBILITIES

Responsibilities include but are not limited to:

GRANTS MANAGEMENT

- Work with VP of Development and Executive Director to strategize on long-term grants plans for the organization
- Oversee Foundation, Government, and Corporate Grants Pipeline with a deadline-driven calendar of grant deadlines and activities
- Lead grant proposal process, working with program staff, development team, and grantor to determine best project fit
- Draft, revise and submit grant proposals, letters of inquiry, and grant reports in collaboration with VP of Development and necessary program staff.
- Initiate and prioritize grant research activity. Analyze and make decisions about funding levels, formulate and implement a rating system for likely prospects and reach foundations.
- Manage prospective and current funder relationships ensuring all foundation relationships/grant officers are informed about our work on an ongoing basis and feel connected to our organization (includes coordination of meetings, site-visits, email updates and calls beyond standard reporting).
- Input data into contact management systems when needed
- Stay up to date on program initiatives and activities in order to best plan for grant proposals and grantor updates.
- Craft compelling cases for funding both from within and beyond our current community in all written correspondence and outreach.
- Work with VP of Development to inform Board, senior staff, and other key stakeholders of grants progress, including reports for Board and Committee meetings.





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DEVELOPMENT/COMMUNICATION SUPPORT

- Write, edit, and manage design of materials that will serve as the public face of Edible Schoolyard NYC (e.g. overview documents for institutional and individual donors, as well as organizational written materials - one pagers, impact reports, fact sheets, donor communications, annual reports etc).
- Update the organization's database with key contact information, grant deadlines, and funding records.
- Stay abreast of fundraising trends and issues, maintaining knowledge of available training and educational opportunities to develop necessary skills.
- Assist with other development team initiatives as needed including fundraising and cultivation events.

QUALIFICATIONS

- 2+ years experience in grant writing, development, project management, analytical writing, or related field
- Highly motivated and eager to learn the inner workings of a development office in a small nonprofit
- Excellent written and oral communications
- Highly organized and able to prioritize tasks
- Systems-oriented
- Ability to think strategically, analytically and creatively.
- Ability to work with frequent interruption and to simultaneously supervise a variety of tasks
- Working knowledge of Microsoft Office and Google Drive
- Knowledge of Salesforce and Adobe Creative Suite preferred
- A personable, positive, and professional demeanor
- Connection to Edible Schoolyard NYC's mission and values
- Willing to work some nights and weekends

COMPENSATION:

Salary is commensurate with experience. This position is full-time.

TO APPLY:

To apply, please send a resume, cover letter, and a writing sample to info@esynyc.org with your name and Grants & Development Manager in the subject line.

Edible Schoolyard NYC is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.

