

Job Description

Title:	Grant Writer/Special Projects Coordinator	Full-Time/ Part-Time:	Full-Time
Department	Development/Fundraising	Hourly/ Salary:	Salary
Work Schedule:	35 hours per week	Regular/Seasonal/Temporary:	Regular
Exemption:	Administrative	FLSA Classification:	Exempt
Organization Overview:			
<p>The Stanley M. Isaacs Neighborhood Center (Isaacs Center) is a non-profit, multi-service organization focusing primarily on the needs of children and low-income families, out-of-school and out-of-work youth, and aging New Yorkers. We operate at community centers located in the neighborhoods of East Harlem and Yorkville, and seek to deliver programs that are impactful, innovative, and intergenerational.</p>			
Position Summary:			
<p>The Grant Writer & Special Projects Coordinator oversees the process and production of all materials related to the grant application process from identifying and qualifying prospects, to writing proposals and reports, to collecting data, budgets, and all relevant documents from a variety of departments, to submission. Additionally, s/he supports the Database Manager and Visual & Communications Specialist by supplying content for annual appeal letters, email appeals, the website, the annual report, and special projects. The Grant Writer & Special Projects Coordinator reports to the Development Director with guidance from the President and Executive Director and ensures alignment with the Isaacs Center's overall mission and goals.</p>			
Qualifications:			
<ul style="list-style-type: none"> • Bachelor's degree and five (5) years previous experience as a grant writer in social service organization or other complex nonprofit with multiple constituencies and programs. • Commitment to the Isaacs Center's mission. • Excellent writing ability that is clear, concise and analytic in style. • Ability to write for various audiences including foundations, donors, and broader general constituencies. • Comfortable with data management and administration. • Ability to work evenings and weekends as required. 			
Primary Duties:			
<ul style="list-style-type: none"> • Responsibility for researching, writing, compiling, and managing the timeline of all grants including maintenance and oversight of workflow processes and procedures to ensure accurate and efficient collection and timely submission. • Write grant applications and all reports and conduct prospect research on new opportunities that align with Isaacs Center's mission. Grant writing will be primarily to private foundations; however, some government applications will be required. • Work with all departments to collect and synthesize data. Oversees grant work flow processes related to data entry to ensure adequate internal controls and that all grants reporting of data is accurate. • Provide links between program, finance, and other staff so that all activities related to grant data collection and reporting are smoothly implemented. • Ensure compliance with IRS regulations and foundations' requirements for grants. • Work closely with the Database Manager and Visual and Communications Specialist director to respond to requests for special reports, collaterals, and non-grant materials with a strategic perspective. 			

- Provide general support to the development department during peak periods.
- Assist in the preparation of materials for Board meetings.
- Perform other duties as needed.

The Isaacs Center is an equal opportunity employer. The agency does not discriminate on the basis of race, color, gender, socio-economic status, marital status, national or ethnic origin, age, religion or creed, disability, or political or sexual orientation.