

Fort Greene Park Conservancy in Brooklyn is seeking a Program and Development Associate

Job Summary

Reporting to the Program and Development Manager and working closely with the Board of Directors as well as NYC Parks staff, the Program and Development Associate (the “Associate”) will (1) support critical programs and fundraising activities, (2) administer relevant systems and databases, and (3) support the vision of Fort Greene Park Conservancy (“FGPC”) of a thriving Fort Greene Park (“Park”). S/he should be a thoughtful, curious multi-tasker eager to contribute to the growth of a nonprofit nationally-recognized for its excellence serving a vibrant community.

Responsibilities will include, but are not limited to:

- oversight, promotion, and fulfillment of FGPC’s Membership Program;
- researching, writing, and administering grants from both current and prospective public and private sources;
- supporting public programs, leading both volunteer restoration/horticulture projects and special events;
- creating content for communications, including the FGPC e-newsletter, website, and social media platforms; and
- supporting special projects and other public programs where necessary, including fundraising events, board activities, and occasional public art installations.

The Associate must have the temperament and interpersonal skills to interact with a wide range of Park and organizational stakeholders from diverse backgrounds (including City agency officials, FGPC board members, donors, press, Park visitors and neighbors, volunteers) with maturity, discretion, and empathy. Time commitment is full-time (minimum 40 hours per week), Monday through Friday, with flexible hours as well as occasional nights and frequent weekends, especially during the summer months.

Following a successful first year, the Associate will be considered for a managerial role and pay raise. Individuals from historically underserved communities are strongly encouraged to apply.

Qualifications

- Bachelor’s degree from an accredited college or university
- Excellent written and spoken communication skills (writing sample requested below)
- Required computer skills: Microsoft Office/Mac (Word, Excel), G-Suite Apps (Docs, Sheets, Forms);
- Experience with Adobe Creative Suite/computer-based GIS mapping systems a plus
- Ability to participate and thrive in a collaborative, fast-paced team environment
- Creativity and willingness to take initiative
- Commitment to justice and inclusion, especially with regard to race, class, and gender
- Possess strong attention to detail, project management skills, and be highly organized

- Flexibility and willingness to work in variety of work environments, both indoor and in the Park
- Ability to take on physical, outdoor work, including occasional heavy lifting (30+ lbs.)
- 1-2 years' experience in nonprofit/environmental/government sectors preferred, but not required
- Experience in philanthropy/grant writing/event fundraising helpful, but not required

Salary

Commensurate with experience.

Benefits

- Four weeks paid vacation + comp time.
- Employer health insurance coverage, up to \$500 monthly.
- Ability to lead oneself with significant room to design processes and operations. · Regularly being paid to hang out in one of New York's most incredible parks.

Contact Cover letters should explain: (1) Your relevant qualifications and past experience; (2) Your reasons for seeking work at a small community-based nonprofit; and (3) Why public space is important to you.

Application materials, including cover letters, resumes, and writing sample should be emailed in a single (one) PDF file addressed to:

Julian Macrone Program and Development Manager

Fort Greene Park Conservancy

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jmacrone@fortgreenepark.org

About Fort Greene Park Conservancy (www.fortgreenepark.org)