



UNITED COMMUNITY CENTERS

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www.eastnewyorkfarms.org

Job Announcement Development Associate

United Community Centers (UCC) is a multi-service community-based organization located in East New York, Brooklyn. For more than fifty years, UCC has been a front-line service provider in one of New York City's most underserved neighborhoods and has partnered with residents to respond to the changing needs of our community. From the beginning, our mission has been two-fold: to provide needed services to families, adults and young people; and to involve residents of all racial, ethnic and religious backgrounds in social efforts to collectively learn about and resolve community issues. What sets us apart as a community-based organization is our 55 year history in the community, which is a reflection of our commitment to the neighborhood. Our current programs encompass: an affiliated day care center for 165 pre-school and school age children; ESOL and civics classes; immigration assistance; intensive HIV/AIDS prevention and women's health education; and East New York Farms!, a food justice project. Our combined annual budget, which includes our early childhood program, is between 1.5 - 1.6 million.

UCC seeks an experienced Development Associate to research potential funders, develop proposals, and communicate with current funders. This position also includes assisting with program expansion and supporting the overall development strategies of UCC.

Primary responsibilities include:

- a. Responsible for conducting the full range of activities required to prepare, submit and manage grant proposals to foundations, federal and corporate sources
- b. Develop an understanding of organizational history and programs; collaborate with program and membership staff to develop and communicate programming needs, outcomes and vision.
- c. Developing contacts and researching current and new foundation, corporate and government funding sources.
- d. Maintaining development database including calendar of deadlines for grant proposals, renewals, reports, and other activities.
- e. Generating timely thank you and acknowledgement letters to sponsors and donors.
- f. Working with Executive Director to develop a long-term development plan.
- g. Developing, planning, writing and/or editing outreach materials including yearly newsletter, brochures, and some web content.

Qualifications:

- At least three years of foundation and government grant experience, including grant writing and proposal development.

- ❑ Bachelor's degree in a related field is preferred but not required.
- ❑ Must possess strong communication and writing skills.
- ❑ Must work independently and possess a good sense of humor.
- ❑ Must be attentive to detail, manage multiple tasks, and meet deadlines.
- ❑ Must possess excellent interpersonal, word processing, and research skills.
- ❑ Knowledge and familiarity with fundraising information sources and research techniques for fundraising prospects research.
- ❑ Must be able to work well under pressure in a team environment, handle multiple assignments, and meet deadlines.
- ❑ Commitment to social justice.

To apply:

Please email cover letter, resume and 2- page writing sample as one PDF file to: aaguirre@ucceny.org. Grant proposals or letters of inquiry are especially helpful as writing samples. You will receive a confirmation that your application was received. We will not be able to respond to each applicant individually.

Timeline

We will accept applications until June 30th, but interested candidates should apply as soon as possible. We plan to start interviewing strong candidates in July. We hope to hire a new Development Associate to start in mid to late August 2013.

Salary and Benefits:

This position offers a salary in the mid \$40K range, medical and dental coverage, and paid vacation.