

Development Associate for Strategic Partnerships and Institutional Philanthropy

The Fund for Public Health in New York City (FPHNYC) is a 501(c)3 non-profit organization that is dedicated to the advancement of the health and well-being of all New Yorkers. To this end, in partnership with the New York City Department of Health and Mental Hygiene (DOHMH), FPHNYC incubates innovative public health initiatives implemented by DOHMH to advance community health throughout the city. It facilitates partnerships, often new and unconventional, between government and the private sector to develop, test, and launch new initiatives. These collaborations speed the execution of demonstration projects, effect expansion of successful pilot programs, and support rapid implementation to meet the public health needs of individuals, families, and communities across New York City.

POSITION OVERVIEW

The Development Associate for Strategic Partnerships and Institutional Philanthropy is a key member of FPHNYC's Development Team, whose mission is to secure grants for priority projects at the NYC Department of Health and Mental Hygiene. Reporting to the Senior Director for Strategic Partnerships and Institutional Philanthropy, the Development Associate is responsible for the foundation, government agency, and corporate fundraising activities of FPHNYC.

DUTIES

- Monitor grant opportunities announced by public and private sectors
- Support and participate in fundraising strategy development
- Work closely with program partners at the NYC Health Department to support project planning and match programs with appropriate funding opportunities
- Perform prospect research for specific programs
- Research and maintain files on institutional funding prospects and prepare solicitation materials, briefings, and required materials for meetings with funders
- Assist in writing, editing, formatting, and submission of proposals for grant funding and follow up with funders
- Manage (solely and in coordination with other Development Team staff) multiple grant applications and other foundation, government and corporate funding solicitations, events, campaigns, and funder education and cultivation efforts
- Maintain systems and report on proposals submitted, projects funded, etc
- Accompany organization leadership to meetings with foundations, as needed
- Work with grant managers once projects are funded, including participating in regular meetings with Health Department colleagues to ensure projects are moving forward in accordance with funder expectations and participating in editing and submitting reports and correspondence with funders
- Identify strategic partnerships for organizational growth and development and pave the way for new collaborations
- Perform any other department or agency related duties or special projects as directed by supervisor

QUALIFICATIONS and SKILLS

- Masters Degree preferred
- Strong writing skills required
- Experience in reading/understanding complex public health issues and being able to write summaries and grants in clear and simple terms
- 2-3 years work experience in the public health or social services field required
- Prospect research experience required
- Experience working independently as well as part of a team
- Experience working with many people at various levels
- Strong oral presentation skills
- Meticulous attention to detail
- Ability to juggle multiple projects and prioritize workload a must
- Ability to work in small, fast-paced organization, bringing team spirit and a positive attitude
- Experience with Raiser's Edge, Salesforce or similar fundraising software strongly preferred
- Experience with program development, budget development and donor stewardship a strong plus

TO APPLY: Please send an email including resume and cover letter, including salary required to: publichealthjobs@fphny.org
Please indicate "Development Associate_ your name" in subject line.

The Fund for Public Health in New York is an Equal Opportunity Employer and encourages a diverse pool of candidates to apply.