

- The Parent-Child Home Program, a nationally recognized early childhood literacy, parenting education, and school readiness program, is seeking a senior Development Associate. The Development Associate will work in conjunction with the Resource Development Director to support the mission of the National Center through all fundraising activities. The senior Development Associate will have particular responsibility for Foundation relationships, including the development, preparation, tracking and reporting of foundation and corporate grant proposals

Primary duties include:

- Develop/write grant applications, including letters of inquiry.
- Assist the Executive Director and Resource Development Director with annual giving and long-term development strategies.
- Assist in the planning and development of special fundraising and cultivation events.
- Research and identify new target foundations to increase the diversity of grant funding.
- Assist local sites and regional site staff in identifying and developing proposals for grants from regional and local funders to support state and local sites
- Develop and implement metrics to analyze donor base and provide success of development activities.
- Manage donor information via the donor database, including tracking and acknowledging of all financial contributions.
- Assist Development Director with solicitation, stewardship and recognition of funders, communicating with funders on an ongoing basis.
- Other duties as assigned.

Location

The National Center is located in Garden City, NY (direct train line from Penn Station). The Grant Writer will need to spend the majority of time in the national center; some time could be spent working offsite.

How to apply:

Please send a cover letter, resume, and salary requirements to ppeters@parent-child.org with the subject line "Grant Writer". The Parent-Child Home Program is an equal opportunity employer.

Additional Qualifications:

- Minimum BA/BS degree
- Experience with grantwriting and report writing preferred
- Previous experience or knowledge of early childhood and education policy issues desirable
- Commitment to social services/non-profit work

- Excellent writing, oral communication, organizational and interpersonal skills
- Self-starter and ability to work independently

How to Apply:

Please send a cover letter, resume, and salary requirements to ppeters@parent-child.org with the subject line “Senior Development Associate”. The Parent-Child Home Program is an equal opportunity employer.