



Position Specification

POSITION: Director, Grants and Foundation Relations

LOCATION: New York City

ABOUT THE COMPANY: CFY is the nation's leader in improving the Home Learning Environment of low-income schoolchildren. CFY works across the country to educate thought leaders and policymakers on the importance of expanding educational priorities to include learning in the home. Since 1999, CFY has developed high-impact interventions to strengthen the home learning environment among middle school students, with programs now operating in New York City, Philadelphia, Atlanta, Los Angeles, and the San Francisco Bay Area. Its signature Take IT Home program helps educators build stronger home-school connections and provides families with the key ingredients required to improve their home learning environment -- a home computer loaded with selected educational software; online family learning services; information about affordable broadband options; and hands-on training designed to help parents become more effective learning partners. Studies confirm that CFY's programs have significantly improved students' test scores and class effort and have increased parents' confidence and involvement. To extend the impact of its work and strengthen the home learning field, CFY also operates an Affiliate Network of 32 organizations in 21 states and the District of Columbia. For more information, please visit www.cfy.org.

ABOUT THE POSITION: This is an exciting opportunity to help drive the growth of a successful, entrepreneurial non-profit by leading the proposal process for foundations and government and by generating additional written materials. On an ongoing basis, the Director will work with development, program, and finance staff to manage this complex process, ensuring all materials are of the highest quality and all deadlines are met. This person will report to the Managing Director, Development and Communications.

Key Responsibilities Include:

- Create compelling and successful proposals for grants and other funding vehicles available through foundations and government entities.



- Support the development and implementation of an overall private and corporate foundation giving strategy from identification to close
- Project-manage complex proposals and reports, working across the organization with staff in different departments, including program and finance, and with staff at different levels, including the Executive Team
- Identify and research new foundation prospects to maintain a viable pipeline of opportunities
- Work closely with the city Executive Directors to write grants that support those offices
- Collaborate with the program and finance teams to ensure accuracy and integrity of information
- Responsible for adhering to all deadlines for proposal writing including budgets and reporting
- Create development reports as necessary for internal and external audiences
- Maintain accurate and updated information in the fundraising database
- Develop and update proposal templates by gathering program information, anecdotal and statistical data, and internal and external research
- Complete other writing assignments as needed

CANDIDATE
QUALIFICATIONS:

- Passion for CFY's mission
- 4+ years of demonstrated grant writing experience
- Track record of successfully identifying and securing foundation grants
- Superior written skills including the ability to edit for quality, thematic congruity, and style
- Ability to assimilate information about CFY programs from a variety of sources in order to make promotional materials and other documents persuasive to potential funders
- Commitment to team collaboration and communication
- Ability to work independently with minimal oversight and thrive under pressure and on deadline
- Excellent time-management and prioritization skills
- Bachelor's Degree

COMPENSATION: Compensation will be highly competitive and commensurate with experience. CFY also offers a generous benefits package.



QUALIFIED
INDIVIDUALS,
PLEASE APPLY:

Please send a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position, your current/most recent salary, and how you heard about this opportunity, to Human Resources at jobs@cfy.org using the following conventions:

Subject line: Director, Grants & Foundation Relations Search

Cover Letter: yourfirstname_yourlastname_coverletter.doc

Resume: yourfirstname_yourlastname_resume.doc

Applications will be reviewed on a rolling basis.

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