



JOB DESCRIPTION

Position: **Manager of Affiliate Development**
Reports to: **Executive Director**
Last Updated: **August 2010**

DESCRIPTION

Hope for New York (HFNY) mobilizes volunteer and financial resources to organizations serving the poor and marginalized in New York City. Our **vision** is a city in which individuals and communities experience spiritual, personal, social and economic well-being through the demonstration of Christ's love.

The Manager of Affiliate Development develops and manages HFNY grant making initiatives, reviews and analyzes grantee proposals, conducts organizational assessments, and provides recommendations to executive management. In addition, the Manager prospects and researches potential affiliates.

PRIMARY RESPONSIBILITIES

- ◆ Design, implement and manage effective grant making program in order to increase HFNY's commitment to poor and marginalized communities in New York City
- ◆ Review, evaluate and analyze grantee proposals in order to align with HFNY's grant initiatives
- ◆ Assess grantee strengths and weaknesses, organizational capacity and budgetary considerations
- ◆ Work closely with existing grantees to develop funding requests and define key performance measures (milestones and outcomes)
- ◆ Organize capacity building training sessions and best practice seminars for grantees
- ◆ Prepare and generate grantee status reports based on data from grantee evaluations
- ◆ Conduct analyses and undertake assessment of existing grants and strategy in order to strengthen future HFNY grant making initiatives
- ◆ Prospect and research potential grantees aligned with HFNY's affiliate development strategy
- ◆ Represent HFNY at external conferences, events and other program related to HFNY's mission and vision

JOB DIMENSIONS

The Manager of Affiliate Development receives direct supervision from the Executive Director primarily in the area of designing and developing grant programs. The Manager is expected to lead and manage the grant making process at HFNY and will provide key recommendations to the executive management.

KEY JOB RELATIONSHIPS

- ◆ Grantee organizations in New York City – Weekly meetings with grantee organizations to monitor grant impact and progress.
- ◆ Prospective grantee organizations in New York City – Bi-monthly prospecting meetings with organizations aligned with HFNY affiliate development strategy
- ◆ Executive Director – Weekly meetings to provide status reports on grantee impact and make recommendations for future prospects.

JOB QUALIFICATIONS

- ◆ 5-7 years of professional experience in complex program development, design and management, consulting, strategic development or other related field required
- ◆ 5-7 years of project management experience



- ◆ Bachelor degree required. Graduate degree preferred in related field.
- ◆ Ability to build, develop and implement large-scale, complex programs from the ground-up
- ◆ Strong analytical skills and the ability to think strategically and programmatically
- ◆ Self-starter and flexibility to work in fast-paced and changing environment
- ◆ Excellent written and oral communication skills, in positions requiring diplomacy in communicating with a broad and diverse audience
- ◆ Demonstrated ability to work with flexibility, efficiency and diplomacy both individually and as part of a team effort
- ◆ Familiarity with NYC's nonprofit sector and faith-based community
- ◆ Work is primarily sedentary in nature. Visits to affiliates - Various times a month

DISCLAIMER

The preceding job description has been designed to describe the general nature and level of work performed by employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of the employee(s) assigned to this job. Other duties may be added, or this job description amended at any time.

To perform this job successfully, an individual must be able to perform the principle duties satisfactorily. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform the principle duties of the job, except where to do so would cause an undue hardship on Hope for New York's business operations.

Employment at Hope for New York is at-will, which means that either the employee or Hope for New York can terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in this Job Description should be construed to diminish the at-will employment relationship in any manner.

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If interested, please send resume and cover letter as attachments to hr@hfny.org with "Affiliate Development Manager" in the subject line.