



Education. Research. Collaboration. Creativity

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P/T Development Manager Position Available

The [Human Impacts Institute](http://HumanImpactsInstitute.org) is currently seeking a part -time Development Manager for a four-month contract, with potential for extension. Applications are accepted on a rolling basis and are looking to hire for September 2016.

You should be a proficient writer, detail-oriented, and highly organized to work at our Brooklyn location. The Development Manager is expected to be an independent, computer-literate, social media-savvy self-starter who is passionate about the environment and the arts. We are looking for someone who is passionate about environmental issues, community building and our mission at the Human Impacts Institute and who has a good grasp on fundraising. We love people who are good multitaskers, efficient, creative and can show us that they are both great team members and self-motivated action takers who don't require a lot of heavy handed oversight. The Development Manager will report to the Executive Director and our Board President and spearhead fundraising efforts. Duties include:

- Researching and identifying potential grant opportunities, corporate sponsors, and other funding potentials
- Write grant proposals and reports
- Manage grants calendar and ensure timely submission of proposals and reports
- Maintain the donor, grant and foundation databases and update it regularly
- Assist with planning and executing crowdfunding and end-of-the-year giving
- Managing of development intern(s)
- Attend networking events, as needed
- Other duties as required

This is a part-time gig that will last for approximately 4 months, starting in September, for 2-3 days a week.

Minimum requirements:

- Bachelor's degree. At least 3 years of experience in development.
- A proven track record of fundraising in diverse ways (grantwriting, fundraising events, crowdsourcing)
- Firm understanding of grant budgeting, timelines and capable of developing budgets for programs
- Strong familiarity with climate, arts and/or environmental issues
- Knowledge of the current funding landscape, resources for funding, and contacts within philanthropy circles is a big plus
- All applicants must be NYC-based

Think this is perfect for you? Apply today! Applications are accepted on a rolling basis and must include:

- 1) An Introductory letter, which includes:
 - a) Why you want to join our crew
 - b) Why you are the best person for this position
 - c) Your passion and experience relating to our work
 - d) What special skills you will bring to our Crew
- 2) A current resume
- 3) Three writing samples (ideally funding applications)
- 4) Three reference contacts

Please send your application to info@humanimpactsinstitute.org. Applicants will be reviewed upon receipt and you will be notified if we are interested in interviewing you.