



## NORTH BROOKLYN PARKS ALLIANCE

### **NBPA POSITION OPENING: MANAGER, DEVELOPMENT & COMMUNICATIONS**

North Brooklyn Parks Alliance, a nonprofit parks conservancy that serves Greenpoint & Williamsburg, is currently seeking an experienced, independent, and energetic Development & Communications Manager to join a small, dedicated staff to assist and promote its mission and programs. Founded in 2003 as the Open Space Alliance, the North Brooklyn Parks Alliance (NBPA) raises private funds in partnership with NYC Parks to maintain existing parks, create new parks, and bring a dynamic season of creative programming that activates our parks and open spaces and improves the lives of over 200,000 North Brooklynites. Visit [nbkparcs.org](http://nbkparcs.org) to learn more about our work.

The Development & Communications Manager is a full-time position focused on raising the organization's visibility, profile, and donor base through fundraising and public relations. In particular, the position is timed to support a period of transition and growth for the organization as it launches several new initiatives under a new Executive Director and Board Chair. In addition to supporting a new strategic plan, the Development & Communications Manager will help launch the inaugural season of the Under the K Bridge Park while developing a capital campaign to fund future construction phases. This position will report directly to the Executive Director and work closely with NBPA's Board of Directors.

#### **Responsibilities:**

##### **DEVELOPMENT & SPECIAL EVENTS**

- Manage a portfolio of existing government and foundation grants, including maintaining a grants calendar, and preparing proposals, updates, and reports by the specified deadline.
- Research new grant opportunities across foundation, government, and corporate sectors, and prepare proposals.
- Assist with the planning and execution of the annual benefit, including solicitation, donor relations, gift tracking, acknowledgment letters, guest lists, and photography/media relations.
- Assist with individual giving and direct mail campaigns, including maintaining a database of donors and contacts.

##### **BOARD RELATIONS**

- Works with Executive Director on board development, while actively engaging a 20-member board.
- Manage all board relations, including scheduling quarterly meetings, preparing materials, and taking minutes.

##### **COMMUNICATIONS**

In addition to development responsibilities, the Development & Communications Manager will assist with developing and implementing a communications plan across digital and print media, including managing the day-to-day website updates and e-mail communications; preparing in-house marketing materials; and creating compelling digital content for use across social media channels.

#### **Qualifications:**

- Minimum of a BA, ideally in Non-profit or Business Administration, Communications, Marketing, or other related field.
- At least three years of development and/or communications experience; experience on parks & environment is a plus.
- A passion for civic engagement and creative placemaking.
- Experience managing deadlines and maintaining many projects simultaneously; governmental contracts is a plus.
- Strong attention to detail, including proofreading, with excellent written and verbal communication skills.
- Ability to balance multiple priorities in a fast-paced environment, including excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Experience working basic events, as well as demonstrated understanding of communications best practices, especially as it relates to email and social media.
- Working knowledge of various software programs and applications is a plus, including InDesign, Wordpress, Social Platforms (Facebook, Twitter, Instagram), MailChimp.

#### **Compensation:**

This is a full time position with a salary of \$55,000, plus an attractive benefits package that includes full health coverage and two weeks of paid vacation.

#### **Work Hours and Schedule:**

NBPA is located in Bushwick Inlet Park in Williamsburg, Brooklyn; office hours are Monday – Friday / 9:30am – 5:30pm

#### **To Apply:**

North Brooklyn Parks Alliance is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. NBPA is committed to building a culturally diverse community and strongly encourages applications from candidates from underrepresented communities.

Qualified candidates should submit a cover letter, resume, and three references (as one PDF document preferred) with "Development & Communications Manager" in the subject line to [info@nbkparcs.org](mailto:info@nbkparcs.org).