



## **Job Description: Development Associate, Government Funding**

### **New York Headquarters**

#### **Who We Are**

The Hispanic Federation (HF) is the nation's premier Latino nonprofit membership organization. Founded in 1990, HF supports Hispanic families and strengthens Latino institutions through grantmaking and direct services in the areas of education, health, immigration, civic engagement, economic empowerment and the environment. Values that drive our work include equality, fairness, diversity and empathy.

#### **Who We Seek**

Hispanic Federation is seeking an ambitious and talented write to serve as the Development Associate, Government Funding. The Associate plays a key role in the team as we work to expand our government grants portfolios to support the mission, programs, and policy advocacy work of Hispanic Federation.

The successful candidate is interested in learning program and budget development, is a persuasive writer and a strategic thinker. The ideal candidate will have experience in government grant making and understand how government grant making and contracting works. The Associate must be a detailed oriented individual with grant writing experience and strong work ethic. The Associate is responsible for working with internal and external parties to organize the various components of our government grant requests to reach organizational goals.

**Position Location:** New York City

**Reports to:** Vice President for Development

#### **Job Duties and Responsibilities**

- Draft grant proposals and secure supporting documents based on the requirements of the granting government agency.
- Prospect and recommend government grants (local, state, and federal) aligned with HF's mission and in support of current and planned programming, present findings to development and program leadership for assessment.
- Determine proposal concept by identifying and clarifying opportunities and needs, studying requests for proposals and coordinating or attending meetings with HF program teams.
- Provide clear framework for grant reporting and ensure programs and relevant staff are aware of data required, outlined deliverables, and reporting deadlines.
- Prepare structures to ensure all stakeholders are able to provide information, and allow for writing, draft review, approval, and submission.
- Serve as the main contract for internal and external queries on drafted and submitted proposals.
- Maintain positive relationships with program staff, grant officers, and other stakeholders.
- Prepare materials in the institutional voice, providing boilerplate language to streamline how HF speaks of its programs to government funders.

- Maintain records and submit reports related to grant opportunities.

### **Skills and Qualifications**

- Bachelor's degree and a minimum of three years government grant writing experience, experience working in a multiservice organization is a plus.
- Proven track record of achieving revenue targets annually primarily from government sources.
- Strong understanding of Latino and social justice issues.
- Ability to work well under pressure synthesizing information in a compelling and succinct form for contract officers and other officials.
- Strong background in research, organizational and communications skills with demonstrated ability to write and present clearly and persuasively.
- High energy, positive, "can-do" attitude, flexibility, teamwork, and attention to detail; high degree of initiative.
- Ability to develop and manage budgets and prepare financial reports.
- Experience with Raiser's Edge, Microsoft Office programs, Outlook, and Google.
- Ability to communicate in Spanish is an asset

### **To Apply**

Please submit a résumé, cover letter detailing your interest and qualifications and one (1) writing sample via e-mail to [careers@hispanicfederation.org](mailto:careers@hispanicfederation.org) with "Development Associate" in the subject line. No telephone calls and only selected candidates will be contacted.

The salary range for this position is \$45,000 - \$55,000 and is commensurate with experience. Compensation includes a benefits package with medical, dental, vision and a 403 (B) retirement plan.

Hispanic Federation is an equal opportunity employer and does not discriminate against actual or perceived race, color, religion, gender identity, gender expression, age, national origin, creed, disability, marital status, sexual orientation and/or other protected categories.