



Associate Director, Foundation Fundraising

Hazon works to create healthier and more sustainable communities in the Jewish world and beyond. We're the largest dedicated environmental organization in the American Jewish community. We're seeking to shift the nature of what it means to be Jewish in the 21st century – enabling and encouraging Jewish people to have an impact in the world and transforming Jewish life in the process. We are based in New York City and the Isabella Freedman Jewish Retreat Center in Falls Village, CT. We also have offices in Denver, Boulder, and Detroit.

The Associate Director, Foundation Fundraising will support the goals of the Development department, primarily focusing on managing and writing grant proposals and reports. This position reports to the Director of Development.

Responsibilities include:

- Researching and identifying new funding sources that complement Hazon's needs.
- Initiating contacts with prospective funders, maintaining relationships with current funders and/or managing key staff that holds primary relationship with funders.
- Managing and writing grant proposals and reports that persuasively communicate the organization's mission and programs for foundations, federations, and other institutional funders, working in partnership with key program, financial and executive staff.
- Tracking all solicitations, reporting and other communications with institutional donors and prospects.
- Keeping track of existing grants; making sure we are in compliance with grants.
- Supporting cultivation and engagement of current foundation/donor relationships.
- Producing information – or coordinating the production of information – for grant reports.
- Arranging meetings for Executive and/or Program staff with Foundation staff, and providing briefing materials for meetings.
- In general seeking to ensure that existing and new foundation supporters see Hazon as a thoughtful, successful and professional non-profit – and will ideally wish to continue or to increase their funding to us in the future.

Qualifications

- At least 5 years of successful experience with foundation fundraising
- Ability to craft funding proposals in a clear and compelling manner
- Excellent writing, verbal and analytical skills are essential
- Keen research skills; clean writing
- Candidates must possess an ability to work well under pressure in an atmosphere governed by external deadlines, the capacity to seek and synthesize information and communicate in a compelling and succinct form, and a disposition for working well on a team and with a wide variety of interdepartmental colleagues, including colleagues around the country
- Knowledge of Jewish or Environmental fields a plus

How to Apply

To apply, send a resume, two references, and cover letter to jobs@hazon.org with "Associate Director, Foundation Fundraising" in the subject line. Applications will be reviewed on a rolling basis starting March 15, 2017.

Salary is commensurate with experience, including benefits package.

Hazon is strongly committed to equal employment opportunities for all individuals. Hazon will make all employment decisions for staff and applicants without unlawful discrimination as to race, religion, color, national origin, gender identity and expression, age, disability, marital status, sexual orientation, alienage, citizenship or any other basis protected by law. This policy applies to all terms and conditions of employment including but not limited to recruiting, hiring, compensation, training and development, benefits, promotion, demotion transfer, discipline or termination. All Hazon staff, regardless of position, are expected to maintain and live up to the true meaning of nondiscrimination.