

January 23, 2012

JOB VACANCY NOTICE

**Research and Development Coordinator
Development/Institutional Giving**

Grade M-4

The Community Service Society of New York (CSS), a 168-year old organization dedicated to alleviating poverty through research, advocacy, litigation, and direct service innovation, is seeking a bright, energetic writer to complete our dynamic Development team. The Position is a growth opportunity for someone with one to two years grant-writing experience and a strong passion for social justice.

JOB DESCRIPTION:

- Work closely with the Manager of Institutional Giving, and other staff in the creation of grant proposals to foundations, corporations and government agencies.
- Conduct extensive research of potential funders, including creating prospect profiles and bios of key staff.
- Prepare grant acknowledgements, reports, and communicate progress and accomplishments of existing programs to funding sources.
- Assist in formulating short-and long-range fundraising goals with a strategic approach.
- Track and oversee funding calendar via database management.
- Represent CSS externally with key stakeholders.
- Perform other development functions as needed.

JOB REQUIREMENTS:

- Bachelor's Degree required.
- 1-2 years experience in fundraising.
- Experience in the preparation of government grants, a plus.
- Strong written and communication skills.
- Experience with donor software, Raiser's Edge, preferred.
- Knowledge of Microsoft Office Suite

Submit resume and cover letter, including salary requirements to:

Community Service Society of New York
Human Resources Department DV-6
105 East 22nd Street, New York, NY 10010
Fax (212) 614 5336 or e-mail cssemployment@cssny.org
AA/EOE