



Dynamic Non-Profit Seeks Grants Associate

Harlem RBI is a private, not-for-profit community-based organization in East Harlem, New York, serving over 700 inner-city youth, age 7-18. *The organization's mission is to use baseball and softball and the power of teams to provide inner-city youth with opportunities to Play, to Learn, and to Grow, inspiring them to recognize their potential and realize their dreams.*

Harlem RBI is seeking a motivated Grant Writer with an interest and background in nonprofit fundraising.

Description:

Reporting to the Director of External Communications, the Grants Associate is responsible for effectively communicating Harlem RBI's mission, vision and programs through researching and writing grant proposals. As a vital member of a small Development Team, the Grants Associate will play a primary role in maintaining and building a growing portfolio of Foundation and Government.

Core Functions:

- Research Public, Private and Corporate Grant opportunities
- Write and submit competitive grant proposals and reports
- Develop, cultivate and retain key Foundation relationships
- Create and update organizational documents
- Represent Harlem RBI at all Special Events
- Be familiar with donor base history
- Be an active member of the Harlem RBI Team

Required Knowledge:

- Understanding of basic Development/Fundraising skills, particularly as relates to grant research and writing
- Comprehension of basics of human service delivery, particularly as relates to youth development

Skills and Abilities:

- Superior writing skills
- Excellent attention to detail
- Strong communication skills, with an ability to argue a point to multiple audiences
- Highly motivated and self-directed
- Ability to work both independently and as part of a team
- Ability to organize and manage several tasks at once
- Computer proficiency with Microsoft Office, Excel and internet applications
- Flexibility
- Ability to translate Program language to Development language

Experience/Education:

- BA Required
- Some experience with grant-writing, fundraising or non-profit environment helpful
- Experience in a youth-friendly environment preferred, including direct service work with youth as staff or in a volunteer capacity

Salary and benefits commensurate with experience.

Women and minorities are strongly encouraged to apply. Harlem RBI is an equal opportunity employer.

Interested applicants should send resume and cover letter to:

Harlem RBI

Attn: Director of External Communications

333 East 100th Street

New York, NY 10029

Fax: 212-722-1862

Email: edenis@harlemrbi.org