



**JOB ANNOUNCEMENT  
INTERIM GRANTS DIRECTOR**

Hazon seeks a talented professional with grant writing and funder relationship management experience to fill the role of Interim Grants Director for the period of July 2014 through January 2015. This position can be designed as 80% FTE or full time.

Working as part of the Financial Resource Development Team, the Grants Director will be responsible for:

- 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.
- Overseeing research for identifying new funding sources that complement Hazon's needs.
- Initiating contacts with prospective funders, maintaining relationships with current funders and/or managing key staff who hold primary relationship with funders.
- Supervising the Development Associate.

The position is based in New York City.

**Qualifications**

The successful candidate will be able to craft funding proposals in a clear and compelling manner. Excellent writing, verbal and analytical skills are essential. Candidates must be self-motivated, highly detail oriented, and very organized. 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. The successful candidate will be able to calmly juggle multiple priorities and deadlines, including both long-term projects and projects that arise with short turnaround times. Candidates must have a good understanding of the American Jewish community and the not-for-profit world.

**To apply**

Please email a resume and thoughtful cover letter, along with your salary requirements and stating how you heard about this opportunity, (both in Word format) to [jobs@hazon.org](mailto:jobs@hazon.org), **subject line "Interim Grants Director."** Applications will be reviewed on a rolling basis until the submission deadline of June 1, 2014.