



## **Assistant Director, Foundation Relations**

Hazon is the largest faith-based environmental organization in the U.S. and is building a movement that strengthens Jewish life and contributes to a more environmentally sustainable world for all. As the Jewish lab for sustainability, Hazon effects change through immersive experiences and inspires individuals and communities to make specific commitments to change. We are based in New York City, the Isabella Freedman Jewish Retreat Center in Falls Village, CT, and Detroit, MI.

We are looking for a professional with good judgment, great project management skills, a passion for the work we do, and the ability to articulate that on paper and in person. This role requires someone who can thrive in a fast-paced environment, but is also able to create systems and processes that make the day-to-day work of fundraising and grant management run more smoothly and with planning and forethought. This full-time position will report to the Associate Director of Development, Morgan Dorsch. This is a New York based position that is amenable to a remote-work arrangement.

### **Responsibilities include:**

- Steward all existing foundation grants toward fulfillment and renewal:
  - Organize, develop and write grant proposals and reports, including budgets.
  - Develop and monitor an annual calendar of funding deadlines.
  - Liaise with program team members to understand progress on grant objectives and create narrative responsive to funder's reporting criteria.
  - Liaise with the Budget Director to understand expenses to date.
  - Build and maintain relationships with funders.
- Research, identify, and help engage new foundation prospects:
  - Research relevant potential funding sources including private, state, federal, and corporate sources, and align eligibility criteria to current or planned programs.
  - Keep apprised of new funding opportunities in the Jewish and environmental communities.
  - Work with senior staff and the program team to understand what programs and projects feed core mission strategy and draft proposals to move those projects forward. Assist in the solicitation of funding sources at state, national and local levels.
  - Research eligibility criteria of potential grant opportunities and match potential

- grants to the appropriate departments and programs.
- Draft compelling proposals, letters of intent, etc. to secure funding.
- Record- keeping: Assist with maintaining files, record systems, project applications, awards, and supporting documents for compliance reports. Hazon primarily uses Google Drive and Salesforce for record-keeping.
- Individual Donor Stewardship: Assist the fundraising team with the engagement of individual donors through in-person opportunities, virtual events, and written communications as needed.
- Meeting and hours expectations:
  - This job can be filled remotely and has discretion to work hours outside of the hours worked by the Hazon team, which is mostly based in Eastern Time in the United States, as long as all deliverables are met.
  - Notwithstanding that significant flexibility, this professional is expected to attend all meetings - including fundraising, staff, and programmatic meetings -- that will help strengthen our fundraising process.
- With multiple priorities, you will have additional responsibilities in areas requiring administrative work, utilizing organizational skills, project management, and time management.

### **Qualifications**

- Demonstrated ability to meet grant proposal deadlines by establishing priorities and target dates for information gathering, writing, review, and approval; entering and monitoring tracking data; coordinating requirements with stakeholders, contributing status information to review meetings; and submitting the proposal.
- Proficient with Google and Microsoft Office Suite including Salesforce, etc.
- Experience working with a fundraising tracking system.
- Demonstrated excellent writing skills.
- Excellent interpersonal and communication skills.

### **How to Apply**

To apply, send a resume and cover letter to [jobs@hazon.org](mailto:jobs@hazon.org) with “Assistant Director, Foundation Relations” in the subject line.

Salary range is \$60,000-\$72,000 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, creed, 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.

Frequently cited statistics show that women and underrepresented groups apply to jobs only if they meet 100% of the criteria. Hazon encourages you to break that statistic and apply.