



Position: *Manager Of Foundation, Corporate & Government Relations*

Our Organization: Green Chimneys is a multi-faceted nonprofit organization helping young people to maximize their full potential by providing residential, educational, clinical and recreational services, in a safe and supportive environment that nurtures connections with their families, the community, animals and nature.

Diversity & Inclusion: Green Chimneys has built its success through valuing diversity in our workforce and clientele. We believe that diversity enriches our performance and programs, the communities in which we operate and the lives of our employees and the clients we serve. Our programs are developed to recognize, respect and respond to the unique, culturally defined needs of persons and families within our service population. We strive to create an inclusive, respectful and equitable environment in order to serve our diverse clients with culturally sensitive services.

Job Summary: The Friends of Green Chimneys seeks a Full- Time 40 hours, Manager of Foundation, Corporate & Government Relations to manage all aspects of private and public grant support. Position is responsible for maintaining and growing grants program through prospecting, stewardship, writing and coordination of our grants program, which includes private and corporate foundations as well as public grant support. Position will research foundation, corporate and public funding opportunities; write and submit proposals, letters of interest, reports, acknowledgements and updates to funding sources; coordinate all aspects of grants process including record keeping and deadlines. Individual must be comfortable cultivating relationships, public speaking and communicating with current and potential donors as well as public officials.

Qualifications: A minimum of a bachelor's degree as well as at least 4 years successful experience with grant writing and management. Strong written communication skills, with ability to write clear, articulate and persuasive proposals. Must be highly organized with excellent computer skills and have an ability to adapt to changing priorities. Familiarity with research technology required.

Annual Salary: \$70,000

How to Apply: Green Chimneys is a multi-service agency with programs in Putnam County, New York and Danbury, Connecticut. We are the third largest employer in Putnam County and are known for our nature-based philosophy encompassing animals and the outdoors. Highly motivated candidates are encouraged to join our staff. Interested applicants can either send their resume and cover letter to Eva Zegarra, Human Resources Recruiter at ezegarra@greenchimneys.org or go to our website and apply directly through our application portal <https://jobs.greenchimneys.org/careers/Careers.aspx?type=CAREERSMAIN>