

---

<b>Job Title</b>	Grants Associate
<b>PVN ID</b>	CC-1801-002314
<b>Category</b>	Managerial and Professional
<b>Location</b>	The CITY COLLEGE of NEW YORK
<b>Department</b>	Chemical Engineering
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$40,000.00 - \$45,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Mar 24, 2018 (Or Until Filled)

## General Description

---

NYC Center for Materials Reuse (CMR), funded by the NYC Department of Sanitation (DSNY) and based at The City College of New York, promotes the numerous environmental, social, and economic benefits of donating and reusing material goods. CMR achieves this through research, marketing, and providing support for donations and reuse organizations, all through DSNY's donateNYC program. CMR manages the donateNYC Partnership Program, an association of nonprofit organizations located in NYC that collect and distribute donated, second-hand, and surplus goods. CMR also provides marketing support for donateNYC and outreach to nonprofit/for-profit entities eligible for the donateNYC Directory (a comprehensive, searchable database and map of reuse entities in NYC) and the donateNYC Exchange (a virtual platform where businesses and nonprofits can post items wanted and available for donation).

### JOB OVERVIEW

CMR seeks to hire a full-time Outreach Associate to increase public awareness of the donateNYC program, specifically targeting organizations eligible for the donateNYC Directory and Exchange. The position will be based at CMR's offices on the City College campus, with 2-3 days per week spent out of the office performing in-person outreach throughout the city. Some evening and weekend work will be required. The Outreach Associate will work closely with CMR's Outreach and Communications Coordinator who will oversee daily activities. Both CMR's Outreach and Communications Coordinator and new Outreach Associate report directly to the Director of Partnerships.

## Other Duties

---

### ROLES & RESPONSIBILITIES

#### **General**

- Perform targeted outreach via phone calls, email, and in-person site visits/event participation.

- Plan and schedule field outreach visits, balancing quantity and quality of site visits to potential registrants.
- Develop and execute mass email campaigns targeting specific sectors.
- Coordinate with other CMR and donateNYC teams to identify priority industries/entities and to time outreach with relevant marketing campaigns and public programming.
- Track outreach response patterns and related industry trends to inform the Communications team's marketing campaigns.

### ***Directory/Exchange Outreach***

- Research organizations eligible for the donateNYC Directory and Exchange.
- Maintain database of outreach leads; track lead progress and perform consistent follow-up.
- Provide weekly reports on prospects, outreach, follow-up, events, and overall progress toward quarterly goals.

### ***Tabling: Trade Shows, Conferences, & Networking Events***

- Identify relevant trade shows, conferences, and networking events for CMR/donateNYC to attend.
- Help organize logistics for and assist Outreach and Communications Coordinator in tabling at trade show events.
- Through research and participation in relevant events, identify and foster relationships with industry organizations that can increase donateNYC's reach.

## **Qualifications**

---

### **REQUIREMENTS**

- Bachelor's degree, preferably in the environmental or public service field
- 3+ years professional work experience
- Proven success in public outreach
- Flexible schedule accommodating out-of-office field work 2-3 days a week and occasional evening/weekend work

### **SKILL SET OF CHOSEN CANDIDATE**

- Highly creative with experience in developing programs for targeted audiences
- Solid knowledge of standard office software (Microsoft Office, Adobe Creative Suite, etc.)
- Ability to quickly learn various content management systems (G Suite, Dropbox, Trello, Mailchimp, Fulcrum, etc.)
- Excellent writing and verbal communication skills
- Flexible communication style that can easily move among nonprofit, business, and government entities
- Self-starter with an ability to manage multiple projects simultaneously and with attention to detail