
Job Title	Sustainability Research Associate
PVN ID	LE-2001-003500
Category	Research
Location	LEHMAN COLLEGE
Department	The Bronx Institute
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Mar 30, 2020 (Or Until Filled)

General Description

The mission of The Bronx Institute at Lehman College is to enhance educational opportunity by promoting academic excellence for K-20 students. Our vision is to transform the lives of Bronx and other New York City area youth by improving their educational outcomes. Our efforts are focused on closing the achievement gap by increasing high school graduation with college readiness and academic services to maximize each student's potential.

The Bronx Institute Sustainability Research Associate position requires continuous and active effort to obtain funding in support of The Institute's programs. This includes but is not limited to writing grants and strategic planning. The successful candidate will be able to craft funding proposals in a clear and compelling manner. Excellent writing, analytical, and research skills are essential. Candidates must be self-motivated, detail oriented, and highly organized, and have experience using online databases and other sources to located information needed to develop proposals.

The Sustainability Research Associate works closely with senior staff.

Other Duties

- Developing a deep understanding of Bronx Institute program content to ensure integrity and quality of proposal writing and sustainability incentives as well as persuasively communicating the organization's mission and programs to potential funders to secure funding opportunities
- Identifying suitable grant opportunities based on need, location, and organization project. Designing accurate logic models with realistic outcomes and benchmarks for implementation

- Assembling and submitting grant requests, including letters of intent (LOIs), proposals, budgets, and presentations, while identifying all requirements of the grant to ensure all necessary attachments are submitted on time.
- Writing high-quality proposals for federal, state, city government in response to Request for Proposals (RFPs) that will result in award-winning proposals. Writing letters of intent or RFPs for private foundation and corporation.
- Maintaining an up-to-date grant database with suitable funding opportunities. Maintaining calendar to ensure timely submission of letters of inquiry, proposal deadlines, and reports; chart of grant applications: including grants applied to, status of applications, and grant deadlines; maintaining Excel and paper records of contributors
- Developing materials and high-quality reports showing progress of Bronx Institute programs for funders
- Cultivating funders by producing specialized and timely correspondences, preparing letters of acknowledgement, and quarterly program updates and ongoing communications
- Generating queries, reports, exports and any other data collection as needed

Qualifications

The successful candidate should have:

- A high level of computer literacy, including familiarity with databases, Microsoft office programs, Outlook and Google
- Excellent research, organizational and communication skills with demonstrated ability to write clearly and persuasively
- Candidates must possess an ability to work well under time constraints and the ability to seek and synthesize information and communicate in a compelling and succinct manner
- Ability to work on multiple projects simultaneously and manage grant development and proposal progress
- A commitment to the mission of The Bronx Institute along with a knowledge of the Institute's history and programs
- Ability to collect and synthesize information about Bronx Institute programs as needed to make strongest cases for support
- Intellectual curiosity and ability to learn quickly and ask thoughtful questions
- High energy, positive, "can-do" attitude, flexibility, and attention to detail; high degree of initiative with the ability to work well with others and work independently with confidence

Core Qualifications:

- Demonstrated experience in writing successful awarded grant proposals for securing significant multi-year commitments from institutional donors (non-profit experience is a plus)
- Knowledge of the New York federal, state, and NYS are foundations, corporations, and other philanthropic organizations
- Detail-oriented, organized, deadline-driven, and adaptable with a demonstrated ability to successfully manage multiple projects and tasks
- A Bachelor's degree, and five years minimum of relevant experience are required, or a Master's degree with a minimum of three years of relevant experience.
- *Salary will commensurate with qualifications and experience

Salary: *\$75,000