

## **Development Associate**

Department: Advancement

FT/PT: Full-time

Job Status: Exempt

Reports to: Director, Major Gifts

## **OVERVIEW**

A popular year-round destination, Governors Island is a 172-acre island in the heart of New York Harbor located between Lower Manhattan and the Brooklyn waterfront. For almost two centuries, the Island was closed to the public, operating as a military base for the U.S. Army and, later, the Coast Guard. Today, an award-winning new park is complemented by dozens of unique historic buildings, educational and cultural facilities, a rich arts and culture program and a 22-acre National Monument managed by the National Park Service. Looking ahead, the long-term vision for Governors Island focuses on continuing to expand year-round public access by enlivening it with transformative public art and culture, extraordinary recreational and open space, and research and education dedicated to addressing the global climate crisis.

The Development Associate will play a vital role in supporting the fundraising efforts that sustain Governors Island's vibrant public programs, immersive open space, and ambitious climate and arts initiatives. As a key member of the Governors Island Foundation team, the Associate will contribute to grant and proposal writing, help produce our signature fundraising and cultivation events, and ensure the integrity of our donor database. This position offers a unique opportunity to gain hands-on experience across multiple areas of nonprofit development while helping to shape the future of one of New York City's most dynamic public spaces.

## **KEY RESPONSIBILITIES**

### **Grant Writing & Proposal Development**

- Conduct prospect research to identify new funding opportunities for foundations and individuals.
- Prepare grant proposals, including budgets, narratives, and supporting materials.
- Draft, edit, and submit high-quality grant proposals, letters of inquiry, and reports under the guidance of programmatic and senior staff.
- Track grant deadlines, submissions, and reporting requirements.
- Track organizational funding needs to develop, recommend, and implement a grant fundraising strategy and calendar.

### **Database Management and Donor Engagement**

- Maintain accurate donor records in Salesforce for foundations and individual accounts, ensuring timely entry of gifts, pledges, and contact information.

- Manage relationships with current foundation and individual donors in close coordination with the senior staff and cultivate new relationships with potential funders.
- Generate donor acknowledgements on behalf of the entire Governors Island Foundation.
- Generate daily gift reports and biweekly philanthropy reports.
- Support Donor Operations Manager gift processing and record keeping.

### **General Development Support**

- Draft donor and funder communications, including members newsletter and other written materials.
- Assist in preparing development materials, presentations, meeting briefs, and meeting minutes as needed.
- Provide administrative support to the development team, including scheduling and filing.
- Maintain accurate internal files and documentation for all grant submissions and reports.

### **Special Events**

- Support the planning and execution of donor cultivation events including art openings, gatherings for climate funders, VIP receptions, and the annual Gala.
- Assist with event setup, check-in, and guest stewardship.

## **QUALIFICATIONS**

### **Education:**

- Bachelor's degree is required.

### **Experience:**

- 2–4 years of work experience in grant writing or development in a nonprofit organization.

### **Skills and Abilities:**

- Excellent written, oral, and interpersonal skills, with the ability to provide a high level of customer service and maintain strong interdepartmental relationships.
- Strong organizational and project management skills with the ability to prioritize multiple tasks and maintain attention to detail.
- Proficiency in various computer applications including advanced MS Office skills; experience with comprehensive databases, spreadsheets, and word processing software. Graphic design or layout skills a plus.
- Ability to work effectively independently and as a collaborative team player under pressure and within deadlines.
- Familiarity with Salesforce or similar CRM system, grant databases, and prospect research tools.
- Understanding of nonprofit fundraising strategies and best practices.

- Creative and innovative thinker who actively presents new opportunities and proposes solutions.
- Ability to anticipate challenges and resolve potential issues through creative problem-solving.
- Flexibility and adaptability in a fast-paced environment while maintaining high work standards.
- Ability to develop rapport, engender trust, and maintain a professional demeanor.
- Enthusiasm for Governors Island, its history, mission, and current focus areas.

**Salary Range:** \$60,000 to \$70,000 per year

**Location and Schedule:** All positions are located on Governors Island. This position is in person four days per week with one day per week remote. Evening and weekend work may be required based on events.

### TO APPLY

We realize that not all applicants match 100% of the qualifications for a role. If you meet many but not all the criteria and feel you may be a good fit for this role, we encourage you to apply.

Please send a cover letter and resume as a single PDF document to [jobs@govisland.org](mailto:jobs@govisland.org) with “Development Associate” in the subject line. No phone calls, please.

The Governors Island Foundation values the importance of inclusion, accessibility and a diverse pool of applicants. The Foundation does not discriminate on the basis of age, color, disability, genetic information, marital status, membership in an employee organization, military service, national origin, parental status, political affiliation, race, religion, sex (including gender identity), sexual orientation, sexual and other reproductive health decisions, or other non-merit factor.

### About the Governors Island Foundation

The mission of the Governors Island Foundation is to secure philanthropic support to strengthen Governors Island as a vibrant resource for all New Yorkers. As the dedicated fundraising partner to the Trust for Governors Island, the Foundation works with visionary supporters to fund an award-winning park and open space care, arts and cultural experiences, programs that generate solutions to the climate crisis, and broader initiatives that support the Island’s continued role as a public destination.