



COUNCIL OF NEW JERSEY GRANTMAKERS

Harnessing Philanthropy's Potential

Council of New Jersey Grantmakers

Job Description: Fellow

Part-time contracted position (20 hours)

The *Council of New Jersey Grantmakers* (CNJG) is a professional nonprofit regional membership association of grantmakers serving New Jersey. Founded in 1997, CNJG currently serves over 120 members who, together, represent the spectrum of philanthropy in our state. The mission of the Council is to promote and support effective philanthropy in New Jersey while harnessing philanthropy's potential. CNJG serves corporate, community, family and private foundation staff and trustees providing skill-building and professional development programs, funder briefings, networking, web resources, customized research, technical assistance, and special projects. To learn more about CNJG, visit www.cnjg.org.

A signature initiative of the Council of New Jersey Grantmakers is the Office of Newark Philanthropic Liaison (NPL), which was established in 2007 through an agreement between CNJG and then Newark Mayor Cory A. Booker. The Office has continued and now serves as a focal point for public-private partnerships in Newark. The NPL works in Mayor Ras J. Baraka's office and cultivates collaborations between the foundation community and the City of Newark to advance workforce development, equitable and inclusive growth, education, neighborhood development, and public safety, among other content areas. The Office serves to insure that Newark-interested philanthropies have access to information and resources that will educate them on the needs of the city, and that the city effectively leverages the resources and partnerships that it needs to best serve its residents.

General Description

The Office of Newark Philanthropic Liaison (NPL) is seeking a Fellow to support its work on behalf of the City of Newark. The Fellow will work with the NPL at Newark City Hall, and in collaboration with a variety of non-profit, foundation, and city partners and will develop a deep familiarity with city programs and initiatives and the Newark funding community. Time will be split into three work streams: grant identification and management, logistical and operational support for collective initiatives, and research and writing support.

Position Job Duties

Grant Identification and Management

- Research new foundation/corporate funding sources to support current and new initiatives.
- Develop, write, and submit Letters of Inquiry (LOIs), proposals, and reports to foundations/corporations.
- Maintain a database of foundation grant making cycles and ensure that deadlines are met.
- Maintain and update grants information in systems and databases, create and maintain files, and track grants from proposal submission, to grant approval and disbursement, to grant reporting and close-out.

- Draft grant acknowledgement letters and other communication materials
- Track programmatic activity, maintain budgets, and ensure timely disbursement of funds for each grant received by the city.

Logistical and Operational Support for Collective Initiatives

- Provide high level support to the Newark Philanthropic Liaison (NPL), representing the NPL at various meetings and reporting back important notes and next steps.
- Work closely with the Newark Funders Affinity Group and related subgroups under the direction of the NPL.
- Summarize and synthesize meetings, help track the scheduling and set up of subcommittees and working groups.
- Support the logistics for coordinating meetings of collective initiatives that NPL leads or supports and manage follow-up and next steps.

Research and Writing Support

- Research the national, state, and local philanthropic landscape to keep the NPL apprised on latest trends and possible grant opportunities to pursue.
- Research the latest innovative public-private partnership trends in key content areas such as workforce and economic development, and advise on how similar initiatives can be explored in Newark.
- Collect internal data at the city level and Newark citywide indicators to inform grant proposals.
- Draft memos to brief city staff and the foundation community as needed.
- Support the writing and publication of documents that update the field on the work of the Office of Newark Philanthropic Liaison.

Qualifications for the Position

- A graduate student near completion of a Master's degree in a relevant field is preferred. Undergraduate students will be considered on a case by case basis based on strength of resume and experience.
- Proficient in the use of various communication software and hardware, including MS Word, MS Excel, MS PowerPoint, Gmail, MS Outlook, Google Docs, etc.
- Excellent written and verbal communication skills.
- Strong research skills.
- Internet proficiency.
- Ability to work independently and in teams, take initiative, meet deadlines, be creative, be flexible and juggle multiple priorities.
- Good sense of humor.
- It will be an advantage for the candidate to have experience in philanthropy/nonprofit, government and/or experience working with public officials.

Physical Expectations:

The Public Policy Fellow must be able to:

- Drive and travel around the state
- Lift less than 30lbs
- Work at a desk with repetitive hours at a computer

- Participate in occasional early morning and/or evening work

Part time, exempt position. The Fellow will serve as an Independent Contractor.

Interested candidates should email resume, complete with cover letter and writing sample to kevincallaghan@cnjg.org with Fellow in the Subject Line.