



JOB DESCRIPTION

Position: Manager of Affiliate Development

Reports to: Director of Affiliate Development

Last Updated: July 2019

DESCRIPTION

Hope for New York (HFNY) mobilizes volunteer and financial resources to organizations serving the poor and marginalized in New York City. Our vision is a city in which individuals and communities experience spiritual, personal, social and economic well-being through the demonstration of Christ's love.

HFNY seeks a highly motivated, strategic individual to lead and manage HFNY's grantmaking, capacity building, and volunteer resources for a portfolio of HFNY affiliates. The Manager of Affiliate Development is a part of the HFNY program team and receives direct supervision from the Director of Affiliate Development. The candidate should be motivated by the opportunity to make a tangible difference by mobilizing and allocating resources to poor and marginalized neighborhoods and supporting a movement of churches and individuals dedicated to eradicating poverty in New York City.

PRIMARY RESPONSIBILITIES

Grantmaking

- Design, implement and manage effective grantmaking programs in order to increase HFNY's commitment to poor and marginalized communities in New York City
- Work closely with existing and potential grantees to develop funding requests and define key performance measures (milestones and outcomes); program monitoring and evaluation
- Maintain active relationships with key staff at affiliates in portfolio
- Review and evaluate grantee proposals to align with HFNY's grantmaking initiatives
- Prepare and generate grantee status reports based on data from grantee evaluations
- Support Director of Affiliate Development in managing a participatory grantmaking committee of HFNY stakeholders to inform the grant process, as well as to educate and equip participants to gain a deeper understanding of HFNY and affiliates' commitment to mercy and justice in NYC

Capacity Building

- Develop and formalize initiatives to drive forward HFNY's capacity building initiatives with affiliates
- Evaluate current capacity building work to assess impact and effectiveness of HFNY's investment
- Create and monitor capacity building metrics
- Manage ongoing capacity building initiatives, including capacity building grant process, workshops, cohorts, and leadership development opportunities
- Create and coordinate capacity building training sessions for grantees
- Develop and maintain database of consultants HFNY can partner with to provide capacity building



Volunteer Initiatives

- Assess affiliates' programs, determining strategic programs where HFNY volunteer engagement could make greatest impact
- Develop and strengthen volunteer programs at HFNY affiliates through capacity building efforts
- Work with HFNY Mobilization team to facilitate fulfillment of affiliate needs by volunteers
- Work with HFNY Mobilization team to design, develop and evaluate pilot volunteer programs at prospective affiliate organizations
- Track and evaluate volunteer engagement outcomes against HFNY organizational strategy and goals as well as each affiliate's organizational strategy and goals

JOB QUALIFICATIONS

- Deep commitment to serving the poor and marginalized
- 5-7 years of professional experience in grantmaking, capacity building, program evaluation and outcomes, consulting, strategic development or other related field required
- Proven ability to build strong relationships with a variety of internal and external stakeholders
- Strong analytical skills and the ability to think strategically and programmatically
- Self-starter, quick learner; able to work independently, thrives under pressure and takes on difficult challenges; ability to meet deadlines
- Resourceful and strategic problem-solving ability; takes initiatives with solutions
- Strong project management skills; ability to take an idea from concept to completion
- Excellent written and oral communication skills, in positions requiring diplomacy in communicating with a broad and diverse audience
- High level of professionalism, maturity and integrity; maintaining tact, discretion and diplomacy with internal and external stakeholders.
- Flexible and adaptable; open to feedback and improvement with a must-have positive and humble attitude
- Excellent teamwork skills; able to work in a highly collaborative environment as a member of multiple teams
- Familiarity with NYC's nonprofit sector and faith-based community
- Advanced degree preferred in related field. Bachelor degree required.

OUR CORE VALUES

- **Collaboration** - We work better when we work together. We encourage teamwork, we share goals, and we learn from each other.
- **Excellence** - We are entrusted to do important work so we strive to do our best. We are stewards of the gifts, talents, and resources we have as individuals and as an organization.
- **Growth** - Everyone on our team has been given unique gifts and talents to offer. We are committed to providing opportunities to learn and grow so we can flourish.
- **Passion** - We have Kingdom ambition to catalyze Kingdom renewal. We set big goals because we want to make the biggest impact we can for the poor & marginalized in NYC.
- **Respect** - We share our ideas and listen to the ideas of others. We communicate with humility, candor, respect, and encouragement.
- **Joy** - We nurture a community where there is meaningful work, celebration, appreciation and recognition.



DISCLAIMER

The preceding job description has been designed to describe the general nature and level of work performed by employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of the employee(s) assigned to this job. Other duties may be added, or this job description amended at any time.

To perform this job successfully, an individual must be able to perform the principal duties satisfactorily. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform the principal duties of the job, except where to do so would cause an undue hardship on Hope for New York's business operations.

Employment at Hope for New York is at-will, which means that either the employee or Hope for New York can terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in this Job Description should be construed to diminish the at-will employment relationship in any manner.