

HKNC Grant Specialist

Full-Time | Brooklyn, NY

Salary Range:\$50,000.00 To 55,000.00 Annually

We currently have an exciting career opportunity available to join the HKNC team as a Grant Specialist. The role of the Grant Specialist will be to continually search, identify, facilitate, and implement grant opportunities, including government grants. The Grant Specialist will work closely with the Senior Grants Manager on grants development, evaluation, and compliance, including research, pre-award grant writing, coordination of grant applications, and adherence to grant guidelines. This position is part of a larger Development Team and reports to the Chief Development Officer.

This is a hybrid location schedule with 2 remote days per week and 3 on location in our Brooklyn, NY office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Specific responsibilities include, but are not limited to, the following:

- Assist in a full range of activities required to research, write, edit, prepare, submit, and manage grant requests [including government grants] and reports to foundations, corporations and other funding sources.
- Develop legislative grant templates and prepare legislative grant applications to benefit the agency on a state and local level.
- Research, coordinate, write and edit all legislative and/or government grant proposals, both discretionary and competitive, managing follow-up actions for pending proposals. Coordinate proposal reviews, ensuring compliance with solicitation requirements.
- Assist with the coordination of all local legislative facility site visits and annual Albany visit to the New York State legislature. Implement the development of legislative information, including talking points, legislative updates, letters to elected officials, funding history.
- Similarly, coordinate annual New York City campaign for discretionary funding consideration, including the online application process that occurs annually in January.
- Coordinate with outside lobbying firm mandatory lobbyist reporting activity, including preparing and submitting of annual (NYC) & semi-annual (NYS) client reports.

- Annually update and renew all government registrations and certifications, as required by various State and City contracting agencies.
- Maintain and timely update the online Grants Gateway and HHS Accelerator document vaults to retain HKS' pre-qualification. status
- Maintaining accurate legislative files in the Raiser's Edge database, and Development shared drive.
- Conducting research on prospective foundation, corporate and other funders utilizing Foundation Directory and other tools.
- Manage grants calendar to ensure all grant proposal and report deadlines are met in a timely manner.
- Providing assistance and support at major fundraising events.
- Attending occasional weekend and off-hours events as needed.

REQUIRED EDUCATION and/or EXPERIENCE:

- B.A. or B.S. degree in a relevant field from an accredited college or university required.
- Minimum of three years of prior grant writing experience.
- Must possess excellent written and verbal communication skills.

Benefits:

- Medical, Dental Insurance, Vision Insurance
- 4 weeks PTO
- Paid Holidays Off
- Life Insurance
- Short/Long Term Disability
- Voluntary Ancillary benefits
- 403b Program w/Employer Match
- Employee Assistance Program
- Career Advancement opportunities

Other open positions can be found on [their website](#). To apply either utilize the website that is linked or email a resume to hkncrecruitment@hknc.org, POsorio@helenkeller.org, EOliver@helenkeller.org indicating the position(s) you're interested in.