

**CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING**

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Program Officer II</u>	Salary:	<u>\$32.07 - \$44.03*</u> <u>\$36.88 - \$44.03**</u>
Title Code:	<u>51454</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Development Associate (Per-Diem)</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Planning Division/Development</u>		

Job Description:

The Development Unit has two functions. It is responsible for tracking the needs of the agency and identifying new funding for programs serving older adults; developing new programs for seniors and caregivers; researching and securing financial support for these programs from government, foundation and corporate funders; cultivating strong relationships with internal units, community-based organizations, other government agencies and funding organizations; coordinating with internal units and external project partners on program implementation; and maintaining a record of past, current and potential funders.

The Development Unit also collaborates with other units within the Planning Division and with other DFTA departments on the creation, implementation and tracking of Quality Assurance and Continuing Quality Improvement metrics.

The Development Associate will:

- Write compelling narrative for letters of inquiry, grant proposals, and reports to foundations, corporations, and government.
- Assist with compiling requests for submission, including budget materials for applications, and ensure accuracy and compliance with submission requirements.
- Conduct prospect research to identify new program and funding opportunities with an understanding of agency goals and priorities.
- Assist with preparing talking points and concept papers for meetings and events, and be prepared to present.
- Assist with planning, developing, implementing, and sustaining a quality assurance program.
- Assist with the development of quality measurement tools, completion of reviews, and analysis of best practices and trends.
- Review existing services based on agreed upon standards and quality measurement expectations, the feasibility of establishing new program initiatives, and ways in which existing services can be improved.

*Non-City rate.

**City incumbent rate.

Minimum Qualifications:

1. A baccalaureate degree from an accredited college or university and four years of full-time satisfactory professional experience in social services, community relations, public administration or management, contract management, or social research and/or planning, of which at least one year must have been in the field of aging; or
2. Education and/or experience that is equivalent to "1" above. Experience as described in "1" above may be substituted for education on a year-for-year basis. However, all candidates must: **(a)** have one year of experience as described in "1" in the field of aging; and **(b)** possess a four-year high school diploma or its educational equivalent.

Requirements for Assignment Level II

For Assignment Level II, in addition to meeting the qualification requirements above, one additional year of the experience described in "1" above is required.

Preferred Skills:

- A minimum of a Bachelor's degree from an accredited college in business or public administration, management science, psychology, sociology, human resources development, political science or a closely related field, and two years of satisfactory full-time professional experience in management or methods analysis, operations research, organizational research or program evaluation, social services program planning/evaluation or in a related area; or a Master's degree with some experience gained through internships or other types of placements/professional positions.
- The successful candidate will be able to craft funding proposals and other documents in a clear and compelling manner and must possess skills suitable for the QA and CQI responsibilities of this position. Excellent writing, analytical, and research skills are essential. Candidates must be able to conduct themselves in a professional manner, work independently, be self-motivated, detail oriented, and highly-organized. They must be able to work under pressure and with tight deadlines. A high level of computer literacy is required, including familiarity with Microsoft Office, Raisers Edge, Foundation Center databases, and Excel and other analytic databases for the QA and CQI work entailed in this position. Candidates must possess the ability to take the initiative and be able to seek and synthesize information and communicate in a compelling and succinct manner. A solid understanding of budgets as they relate to proposals and grants is also a must.

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

TO APPLY

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>
Click on Recruiting Activities/Careers and Search for Job ID #193357

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID#193357

Please do not email, mail or fax your resume to DFTA directly.

Posting Date: **May 14, 2015**

Post Until: **Filled**

Posting No. **125-15-26 CW**

WE ARE AN EQUAL OPPORTUNITY EMPLOYER