



*Family Service Society
of Yonkers*

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FAMILY SERVICE SOCIETY OF YONKERS

Temporary Position - Grant Writer/Grant Manager Full-Time or Part-time

Starting Date: Mid-January 2019

Major responsibilities:

- Research and write corporate and foundation grant proposals and renewals
- Process and track city, county and state contracts
- Work with Controller and program directors to develop and review grant budgets
- Maintain agency government registrations, including NYS Grants Gateway, NYS OSC, etc.
- Edit grant reports
- Track gifts/donations and write acknowledgments
- Draft correspondence for Executive Director
- Assume other executive/administrative tasks as needed

Send résumé and sample proposal to:

Seth Berman, Executive Director <sberman@fssy.org>

"Cc" Louise Varricchio, Director of Human Resources <lvarricchio@fssy.org>

