



Special Projects Coordinator Job Description

Town Green seeks an energetic, detail-oriented project coordinator to coordinate both special projects and procure & administrate grants to benefit District public space programming in Downtown New Haven. An ideal candidate would have an arts background and either a proven ability to seek and procure grants or a willingness to learn about grant writing and administration. The special projects coordinated by this position will be informed by ongoing public engagement and largely revolve around placemaking, tactical urbanism, community building and public art administration. Be part of a close-knit team that is instrumental in making Downtown New Haven a great place to live, work, study, shop, and play.

Job Duties

Special Projects

- Project management as assigned by Executive Director, which currently includes
 - “Windowed Worlds” retail activation
 - “Straight Up Art” Mural Program
 - Public Space Improvement Project management
 - Assist in establishment of a 501 c3(PO) charity arm of the organization
- Participate in staff annual planning and budgeting process
- Encourage increased community activation of public space
- Research Projects as assigned by Executive Director
- Special Projects as assigned by Executive Director

Grant Procurement and administration

- Search for and apply to grant opportunities to benefit TGD’s improvement efforts
- Administer grants that are awarded to TGD. This would include all correspondences and reporting requirements for each grant.

Required Skills

- Ability to develop and maintain excellent, effective working relationships with staff, supervisors, constituents and program partners
- Ability to work independently on multiple projects simultaneously
- Communication Skills: High degree of oral and written communications skills, stellar customer service and public speaking
- MS Office Suite mandatory



**Town Green
District**
Downtown New Haven

Preferred Skills

- Constant Contact & graphic design experience is a plus
- Proven skills in seeking and administering grants is a plus
- photography

Education & Experience Requirements

Bachelor's degree from an accredited college or university and a minimum of two years' experience in a related field **or** an advanced degree in lieu of experience. Any equivalent combination of training and experience is also welcome to apply.

Compensation: \$50,000 - \$55,000 per year, plus an attractive benefits package.

To apply: Submit your resume, cover letter and response to the two items below to Winfield Davis via email at win@downtownnewhaven.com. Please type "Special Projects Position" in the subject of your email.

Please respond to the following prompts with several paragraphs and/or less than 500 words:

- Why is public art important in an urban setting?
- Please submit your favorite photograph (one you've taken) of a public space (phone pics are fine) and tell us why you love that place.